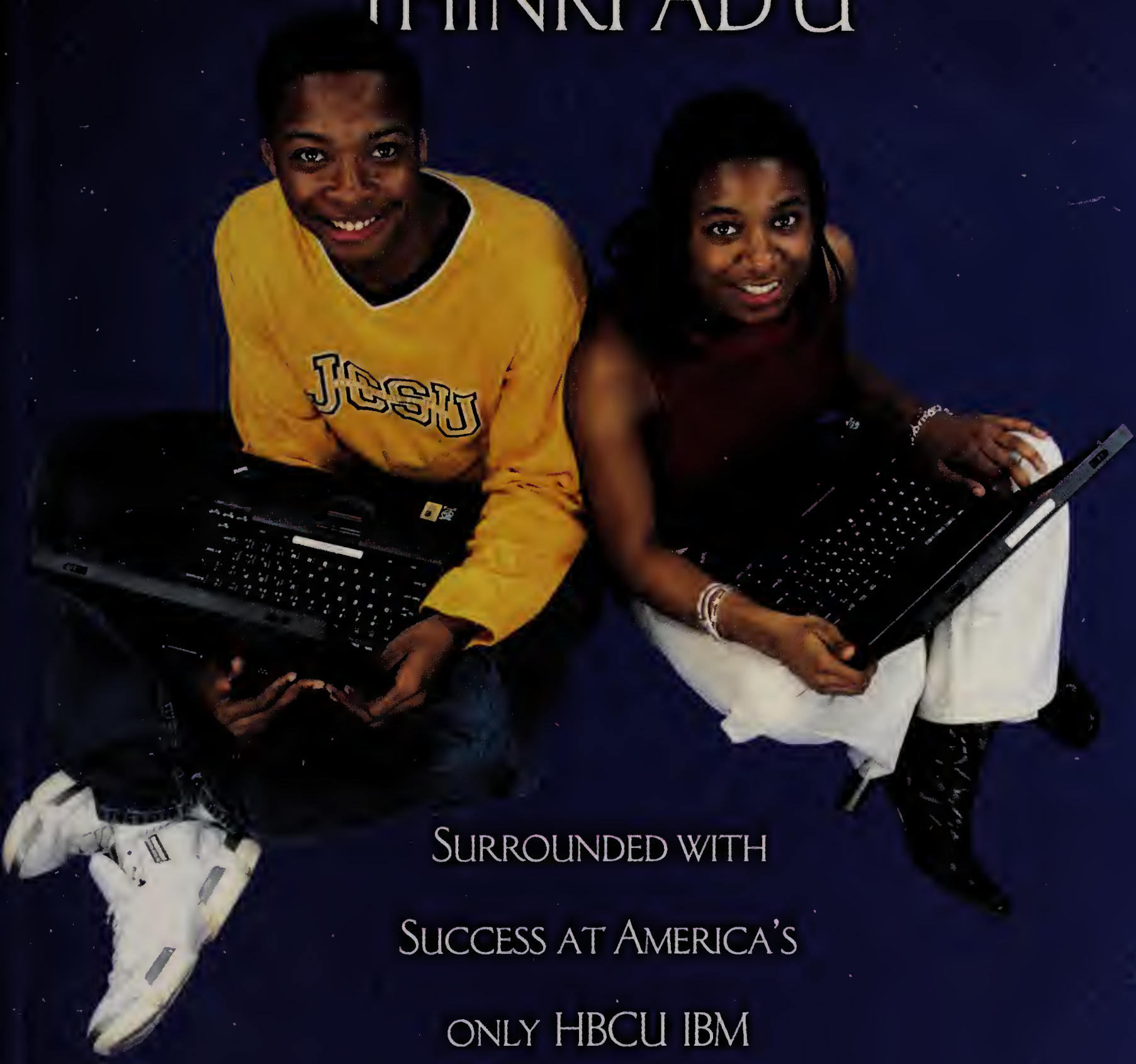
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2002 - 2003 Catalog

JOHNSON C. SMITH UNIVERSITY
IS ACCREDITED BY

The Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Georgia 30033-4097
Telephone number 404-679-4501
to award the Bachelor of Arts, Bachelor of Science,
or Bachelor of Social Work degrees.
Association of Collegiate Business Schools and Programs
National Council for Accreditation of Teacher Education

APPROVED BY

The North Carolina State Department of Public Instruction

AND HOLDS MEMBERSHIP IN THE

American Assembly of Colleges Schools of Business
American Association of Colleges for Teacher Education
American Association for College Registrars and Admissions Officers
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North Carolina Association of Independent Colleges and Universities
Southern Association of College Registrars and Admissions Officers
United Negro College Fund

Admission to, employment by, and promotion within the University shall be on the basis of merit, and there shall be no discrimination on the basis of race, color, creed, sex, national origin, or disability.

JOHNSON C. SMITH UNIVERSITY

UNIVERSITY
CATALOG 2002-2003

CHARLOTTE, NORTH CAROLINA
28216-5398
www.jcsu.edu

As a private educational institution, the University and student enter into a contractual relationship with one another. This Catalog, the Student Handbook and other documents and regulations of the University are part of the contract the student has with the University. These materials are made available to the student at or before admission and enrollment. The student on admission is obligating himself or herself to submit to and be governed by the reasonable rules and regulations contained in these materials. Students are encouraged to read these materials and familiarize themselves with their contractual obligations. The University reserves the right to change fees, tuition or other charges; to add or to delete courses; to revise academic programs; or to alter regulations and requirements as deemed necessary. Johnson C. Smith University offers both equal education and equal employment opportunities.

Johnson C. Smith University, Incorporated shall continue the present policy of admitting students of any race, color, sex, national and ethnic origin, to all rights, privileges, programs and activities generally accorded to or made available to students at the University.

An Affirmative Action/Equal Opportunity Institution.

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ACADEMIC CALENDAR
2002 - 2003

FALL SEMESTER

Thur. July 18-21	**Golden Bull Academy**
Mon. July 1	**Last Day to Validate to Retain Registration and Room Assignment**
Sat. Aug. 10-16	**New Student Week**
Sat. Aug. 10	New Students Check into Residence Halls (9:00 a.m. - 5:00 p.m.)
Sun. Aug. 11	Placement Tests Financial Affairs, Admissions, and Financial Aid Offices - Open
Mon. Aug. 12	Continuation of Placement Tests/Advisement
Tue. Aug. 13	Advisement and Registration New Student Registration
Wed. Aug. 14	**Residence Halls Open for Upper Class Students**
Wed. Aug. 14	Faculty Report for Duty **Pre-School Conference for Faculty/Staff** New Faculty Orientation
Thur. Aug. 15-16	**Late Registration** **Laptop Training/Distribution**
Thur. Aug. 15	Academic Orientation for Freshmen **DLL Registration (5:30 - 7:30 p.m.)** Adjunct Orientation (7:00 p.m.) *Attend Thur. or Sat.*
Sat. Aug. 17	Adjunct Orientation (10:00 a.m.) *Attend Thur. or Sat.*
Mon. Aug. 19	**FIRST DAY OF CLASSES**
Mon. Aug. 19	Last Day to Change Status (For students planning to drop below twelve (12) hours to be charged as part-time.)
Fri. Aug. 23	Last Day to Fill Out North Carolina Legislative Grant Form For Fall Semester
Tue. Aug. 27	Last Day to Add Courses Last Day to Enroll For Fall Semester
Mon. Sept. 2	**Labor Day (University Holiday)**
Thur. Sept. 5	**Opening Convocation**
Wed. Sept. 11	Freshman Investiture (Evening Event: Time TBA)
Wed. Sept. 18	Graduate and Professional Schools Day (GAPS)
Thur. Sept. 19	Career Fair
Fri. Sept. 20	Last Day to File For December Graduation
Thur. Sept. 26	Last Day to Submit Proof of Immunization
Mon. Sept. 30	**Last Day to Remove Incomplete from Spring**
Thur. Oct. 3	**Senior Convocation (Required)**
Tue. Oct. 8	Fall Major Fair
Sat. Oct. 12	**HOMECOMING**

Mon. Oct. 14	Standardized Testing Day (No Day or Evening Classes)
Tue. Oct. 15-16	**Mid-Semester Examinations**
Thur. Oct. 17	Mid-Semester Grades Due in the Registrar's Office (12:00 Noon)
Thur. Oct. 17-18	**FALL SEMESTER BREAK** (Residence Halls remain open)
Fri. Oct.18	Last Day to File Application for Student Teaching in the Spring Semester
Mon. Oct. 28-Nov. 1	Advisement for Spring Registration
Wed. Oct. 30	**Last Day to Withdraw with Refund Adjustment**
Fri. Nov. 1	Last Day to Drop Courses **Last Day to Withdraw Officially from the University (No Refund)**
Mon. Nov. 4-8	Spring Registration
Wed. Nov. 6	DLL Registration (5:30 - 7:30 p.m.)
Tue. Nov. 19	**Last Day to Complete Community Service Hours Documentation for December Graduation**
Wed. Nov. 27-Dec. 1	Thanksgiving Holiday (Classes end at 1:00 p.m., Wed. Nov. 27, 2002)
Thur. Nov. 27	**Last Day to Submit Completed Senior Paper for December Graduation (1:00 p.m.)** (Dept. Chairs must turn in all completed SIP's to Deans by Deadline.)
Sun. Dec. 1	Annual Christmas Vesper Service by the University Choir
Mon. Dec. 2-6	**Mandatory Laptop Return** **Examination Permits (Financial Affairs)**
Fri. Dec. 2-13	**Validation for Spring Semester (Financial Affairs)**
Sat. Dec. 7	**Last Day of Classes**
Mon. Dec. 9	Reading Day
Tue. Dec. 10-14	**Final Examinations for Fall Semester**
Fri. Dec. 13	**Last Day to Validate to Retain Registration and Room Assignment**
Sat. Dec. 14	Residence Halls Close (5:00 p.m.)
Mon. Dec. 16	Grades Due in the Registrar's Office (9:00 a.m.)
Mon. Dec. 16-17	JCSU Cares Faculty Workshops (9:30 a.m.)
Fri. Dec. 20-Jan. 1	Academic Recess Christmas Break (University closed)

SPRING SEMESTER

Thur. Jan. 2	**Staff Reports** Deadline for Renewal of FAFSA to Office of Financial Aid
Sat. Jan. 4	**New Students Check into Residence Halls** **(9:00 a.m.-5:00 p.m.)**
Sun. Jan. 5	Returning Students Check into Residence Halls (9:00 a.m.-5:00 p.m.)
Mon. Jan 6	FACULTY REPORT FOR DUTY
Mon. Jan. 6	Placement Tests (a.m.) Advisement (p.m.)
Tues. Jan. 7	Orientation - Freshman/Transfer Students Entering for the Spring Semester **Laptop Training/Distribution**
Tues. Jan. 7- 8	**Late Registration**
Wed. Jan. 8	DLL Registration (5:30-7:30 p.m.) Adjunct Orientation (7:00 p.m.) *Attend Wed. or Sat.*
Thur. Jan. 9	FIRST DAY OF CLASSES
Fri. Jan. 10	Last Day to Complete North Carolina Legislative Grant Form for the Spring Semester **Last Day to Change Status (For students planning to drop below twelve (12) hours to be charged as part-time.)**
Sat. Jan. 11	Adjunct Orientation (10:00 a.m.) *Attend Wed. or Sat.*
Thur. Jan. 16	**Last Day to Add Courses** **Last Day to Enroll for Spring Semester**
Mon. Jan. 20	Martin Luther King's Birthday (University Closed)
Tue. Jan. 21-24	Religious Emphasis Week
Fri. Jan. 31	**Last Day to File for May Graduation**
Mon. Feb. 3	**Last Day to Submit Proof of Immunization Record (NEW students)**
Tue. Mar. 4	Standardized Testing Day (No Day or Evening Classes) **Last Day to Remove Incomplete From Fall 2002**
Wed. Mar. 5-8	Mid-Semester Examinations
Mon. Mar. 10	Mid-Semester Grades due in Registrar's Office (9:00 a.m.)
Sun. Mar. 9-14	**Spring Semester Break** (Residence Halls Remain Open)
Mon. Mar. 17-21	Registration for Fall Semester (Fall 2003)
Tue. Mar. 18	**Senior Convocation (Required)** March to Major
Wed. Mar. 19	DLL Registration (5:30-7:30 p.m.)
Mon. Mar. 17-21	Bullfest
Thur. Mar. 20	**Last Day to Complete Community Service Hours Documentation for May Graduation (5 p.m.)**
Mon. Mar. 24	Last Day to Withdraw With Refund Adjustment
Wed. Mar. 26	**Last Day to Drop Courses** **Last Day to Withdraw Officially from the University (No Refund)**

Thur. Mar. 27	JCSU Family Day (Classes end at 12:00 Noon)
Tue. Apr. 1-3	International Poetry Festival
Fri. Apr. 4-6	**Parents' Weekend**
Sun. Apr. 6	Founders' Day
Tue. Apr. 8	**Honors Convocation**
Wed. Apr. 9-11	Advance Registration for Summer School 2003
Fri. Apr. 18-20	**EASTER HOLIDAY (UNIVERSITY CLOSED)** **(Residence Halls Remain Open)**
Wed. Apr. 23	**LAST DAY to Submit Completed Senior Paper for May graduation** (Dept. Chairs must turn in all completed SIP's to Deans by deadline.)
Mon. Apr. 28-May 2	**Mandatory Laptop Return** **Examination Permits (Financial Affairs)**
Mon. Apr. 28-29	Final Examinations for Graduating Seniors
Wed. Apr. 30	Grade Reports for Graduating Seniors Due in Registrar's Office (9:00 a.m.)
Sat. May 3	**LAST DAY OF CLASSES**
Mon. May 5	Reading Day
Mon. May 5-9	Senior Week
Tue. May 6-10	FINAL EXAMINATIONS FOR SPRING SEMESTER
Thur. May 8	**Senior Baccalaureate**
Sat. May 10	Residence Halls Close for ALL but Seniors (5:00 p.m.)
Sun. May 11	**COMMENCEMENT (Residence Halls Close for Seniors)**
Mon. May 12	Faculty/Staff Appreciation Day Grade Reports For Non-Graduating Seniors Due in Registrar's Office (9:00 a.m.)
Mon. May 12-13	Post School Conference (Strategic Planning and Assessment)
Mon. May 26	Memorial Day Holiday (University Closed)
	Last Day to file for FAFSA without late charge
Sun. Jun. 1-July 15	**SUMMER SCHOOL**
Sun. Jun. 1	Summer School Students check into Residence Halls (9:00 a.m.-5:00 p.m.)
Tue. July 1	**Last Day to Validate to Retain Registration and Room Assignment**
Fri. July 4	4th of July Holiday (University Closed)
Tue. July 15	Residence Halls Close (5:00 p.m.)
Sun. Aug. 10-18	**Golden Bull Academy: New Student Orientation 2003**

GENERAL INFORMATION

HISTORY

In 1867 the Reverend S. C. Alexander and the Reverend W. L. Miller saw the need to establish an institution in this section of the South and began to devise such plans as would secure the desired results. On April 7, 1867, at a meeting of the Catawba Presbytery in the old Charlotte Presbyterian Church, formerly located at the corner of D and Fourth Streets, Charlotte, North Carolina, the movement for the school was formally inaugurated, and these two ministers were elected as teachers.

Information concerning the establishing of the school was brought to the attention of Mrs. Mary D. Biddle, a devout churchwoman of Philadelphia, Pennsylvania, who, through appeals on behalf of the work in one of the church papers, pledged $1400. In appreciation of this first and generous contribution, friends of the project requested Mrs. Biddle to name the newly established school after her late husband, Major Henry Biddle. After the request was granted, the school was named Biddle Memorial Institute and later was chartered by the State Legislature under that name.

The first eight acres of land used as the site for the school were donated by Colonel W. R. Myers, a wealthy citizen of Charlotte, North Carolina. From 1867 to 1876 the school was known as the Biddle Memorial Institute. In 1876 the charter was changed by the Legislature of North Carolina, and the name of the school became Biddle University. The institution operated under this name until 1923.

From 1921 to 1922 the late Mrs. Jane Berry Smith, of Pittsburgh, Pennsylvania, gave funds for the erection of a theological dormitory, a science hall, a teachers' cottage, and a memorial gate at Biddle University. In addition she provided a handsome endowment for the institution in memory of her late husband, Johnson C. Smith. In recognition of these generous benefactions, the Board of Trustees voted to change the name of the institution to Johnson C. Smith University. The charter of the school, accordingly, was so amended March 1, 1923, by the Legislature of the State of North Carolina. From 1923 until her death in October 1929, Mrs. Smith gave funds for the erection of five more buildings, including a campus church.

The University was further strengthened from 1924 to 1925 as a result of a substantial provision by James B. Duke, a wealthy, "wise, magnanimous" businessman of Somerville, New Jersey. Mr. Duke also had a home in Charlotte and had been contacted by the President of the University,

Dr. H. L. McCrorey, several years earlier for a contribution. Mr. Duke did not respond to Dr. McCrorey's letter, but in the authorization of the establishment of the Duke Endowment on December 11, 1924, Johnson C. Smith University was included as one of the beneficiaries. Through the years the Duke Endowment has been of inestimable value to the continued development of the University.

Also in 1924, the institution was recognized by the North Carolina State Board of Education as a four-year college. In 1929 the high school department was discontinued, and the standard program was restricted to a college of liberal arts and sciences and a theological department.

In 1932 the University's charter was amended, providing for the admission of women to the senior division. The 65-year-old institution for men then became partially coeducational.

In 1938 the institution attained the status of an independent college, affiliated with the Presbyterian Church in the United States of America, reporting to the General Assembly through the Board of Christian Education.

The first residence hall for women, named in memory of James B. Duke, was dedicated in 1940. In 1941 women were admitted to the freshman class. When the Diamond Jubilee was celebrated in 1942, the University was a fully coeducational institution.

Johnson C. Smith University joined the United Negro College Fund in 1944. This fund was organized primarily to help church-related schools of higher learning to revamp their training program, to expand their plants, to promote faculty growth, and to create new areas of service. The institution's membership in the fund began to bear fruit immediately.

In November 1955, the Henry Lawrence McCrorey Theological Hall was dedicated and provided a new home for the 88 year-old seminary and its library. This new facility also provided space for a small chapel, classrooms, and offices. In 1969 the theological department was moved from Charlotte, North Carolina, to Atlanta, Georgia, and became a part of the Interdenominational Theological Center. McCrorey Hall is now a classroom building for religious education, philosophy, sociology, and other academic areas.

Through increasing support from the Duke Endowment, the United Negro College Fund, and other sources, the period between 1955 and 1968 was one of expansion of the physical plant and enrichment of the curriculum. Seven new buildings were erected during this period: the gymnasium (1960), the Hardy Liston Residence Hall for women (1962), the University Memorial Union (1965), the Duke Memorial Library (1967), Myers Residence Hall for men and Sanders Residence Hall for women (1967), and a new science building (1968).

The year 1967 was a memorable one for all Johnson C. Smith University (formerly Biddle) alumni and friends. The University had

reached its one hundredth anniversary. During this historic centennial occasion, the institution examined its past and made innovative and creative plans for the future.

Since 1968, nine additional structures have been erected: the Johnson/Seabrook Education Building and Mary Irwin Belk Early Childhood Education Center, Greenfield Hall, the Lionel H. Newsom Humanities Building, the Robert L. Albright Honors College Center, the Faculty Center, the Edward E. Crutchfield, Jr. Center for Integrated Studies, a new dormitory yet unnamed, and a recently completed Technology Center.

The present site contains 100 acres of land and 46 buildings. The University has more than fifteen hundred students and approximately 240 full-time faculty members, administrators, and staff members for administrative and support services.

Increasingly aware that today's demand for truly educated men and women is the most pressing in history and that quality and versatility are prerequisites to equal opportunity for all, Johnson C. Smith faces the challenge of its second century with new vision and a calculated plan of action.

PURPOSE/Mission Statement

Founded in 1867 under the auspices of the Committee on Freedmen of the Presbyterian Church, U.S.A., Johnson C. Smith University is an independent, private, coeducational institution of higher learning. Located in the rapidly growing metropolis of Charlotte, North Carolina,"Queen City of the South", this historically African-American university has a residential campus with a familial atmosphere in which students are stimulated and nurtured by dedicated, caring faculty and staff. Consistent with its Christian roots, the University recognizes the importance of moral and ethical values to undergird intellectual development and all endeavors. Johnson C. Smith believes in the unrelenting pursuit of knowledge and the values of cultivating the life of the mind. The University assigns great significance to the development of self-confidence, to the understanding of one's own heritage as well as an awareness of the cultures of others, to the exploration of the myriad forces affecting people of this complex, technological age, and to the formulation of a sense of one's role in this schema.

The mission of Johnson C. Smith University is to provide an outstanding education for a diverse group of talented and highly motivated students from various ethnic, socioeconomic, and geographical backgrounds. Johnson C. Smith offers a liberal education in conjunction with concentrated study in specialized fields in preparation for advanced study and specific careers.

The University endeavors to produce graduates who are able to communicate effectively, think critically, learn independently as well as col-

laboratively, and demonstrate competence in their chosen fields. Further, it provides an environment in which students can fulfill their physical, social, cultural, spiritual, and other personal needs and in which they can develop a compelling sense of social and civic responsibility for leadership and service in a dynamic, multicultural society. Likewise, the University embraces its responsibility to provide leadership, service, and lifelong learning to the larger community.

Regarding teaching effectiveness as paramount in its educational enterprise, Johnson C. Smith has a commitment to the recruitment and retention of an outstanding faculty. To this end, the University promotes faculty development, encourages faculty involvement in research and other creative activities, and endorses the principles of academic freedom.

To insure the integrity and stability of its status and the perpetuation of its rich legacy, Johnson C. Smith University has a firm resolve to maintain the fiscal and human resources requisite to be a truly distinctive institution—a hallmark of excellence in its students, faculty, staff, administrators, academic and other programs, facilities, operations, and environment.

ADMINISTRATIVE STRUCTURE

Board of Trustees

The Board of Trustees exercises final authority over all University governance within the limits of the established charter granted to the institution by the State of North Carolina. The Trustees delegate authority to various divisions of the University through the president. The officers of the University are delegated a portion of the responsibility for functions within the University. Brief descriptions of these offices and responsibilities follow.

Officers of the University

The President of Johnson C. Smith University is appointed by the Board of Trustees and is an ex-officio member of the board. The other officers of the administration are appointed by the Board of Trustees upon the recommendation of the President. The following positions comprise the officers of Johnson C. Smith University; president, executive vice president, vice president for academic affairs, vice president for business and financial affairs, vice president for student affairs, and vice president for institutional advancement.

Office of the President: All officers of the University report directly to the president and, through him, to the Board of Trustees. Reporting directly to the president are the executive vice president and four vice presidents.

The Executive Vice President: The Executive Vice President is the chief operating officer of the University with responsibility for oversight and coordination of all day-to-day operations. The duties are broad and cover

major educational and administrative support programs and personnel. The Executive Vice President coordinates and integrates the work of the vice presidents, who report to the President directly and to the President indirectly through the Executive Vice President in a broken or dotted-line organizational arrangement. The Excecutive Vice President is the chief administrative officer to whom report the director of facilities, the director of athletics, the director of campus police, the director of human resources, the director of sponsored programs, the director of information technology, and the director of institutional planning, assessment, effectiveness and research.

Office of the Vice President for Academic Affairs: The Vice President for Academic Affairs is the chief administrative officer for all academic programs. All academic officers report through this office to the president. These include the associate vice president for academic affairs, the registrar, the librarian, the director of summer school, the Deans of the Colleges, Department Chairs, and the Director of the Teaching and Learning Center.

Office of the Vice President for Student Affairs: The Vice President for Student Affairs is the chief administrative officer responsible for the management of student affairs. In addition to the Assistant Vice President for Student Affairs, those reporting to this office are the directors of counseling and testing, university union, health services, career planning and placement, upward bound, residence life, and the university chaplain.

Office of the Vice President for Financial Affairs: The Vice President for Financial Affairs is the chief administrative officer responsible for the business and financial operations of the University. Reporting to this office are the assistant vice president and comptroller.

Office of the Vice President for Institutional Advancement: The Vice President for Institutional Advancement is the chief administrative officer responsible for programs of support and communication. Reporting to this office are the assistant vice president for institutional advancement, director of alumni affairs, director of public relations and sports information, and the director of major gifts.

TRADITIONS OF JOHNSON C. SMITH UNIVERSITY

For more than 130 years traditions have developed as a way of commemorating the important role of the University in educating young men and women. They foster a sense of pride and community among those who matriculate at JCSU.

Founders Day, generally celebrated on the first Sunday of April, commemorates the founding of Johnson C. Smith University. In 1924 Johnson C. Smith University became the **second black institution in the state to be recognized as a standard four-year college by the North Carolina Board of Education. It is the first black college in the South to receive regional approval.**

The first Negro college football game ever played in this country was between Biddle University (later to be named Johnson C. Smith University) and Livingstone College on December 27, 1892, with Biddle University winning the game by a score of four to one. The game ball is currently housed in the JCSU Archives.

Homecoming is celebrated each fall by hundreds of alumni and former students. Some of the festivities include class reunions, alumni meetings, dances, Miss Johnson C. Smith University's coronation, pep rallies, bonfires, Greek step shows, Homecoming football game, and the magnificent Homecoming parade.

Bullfest is an annual "spring fling", during which students at the University participate in a rich variety of cultural, social, and recreational activities.

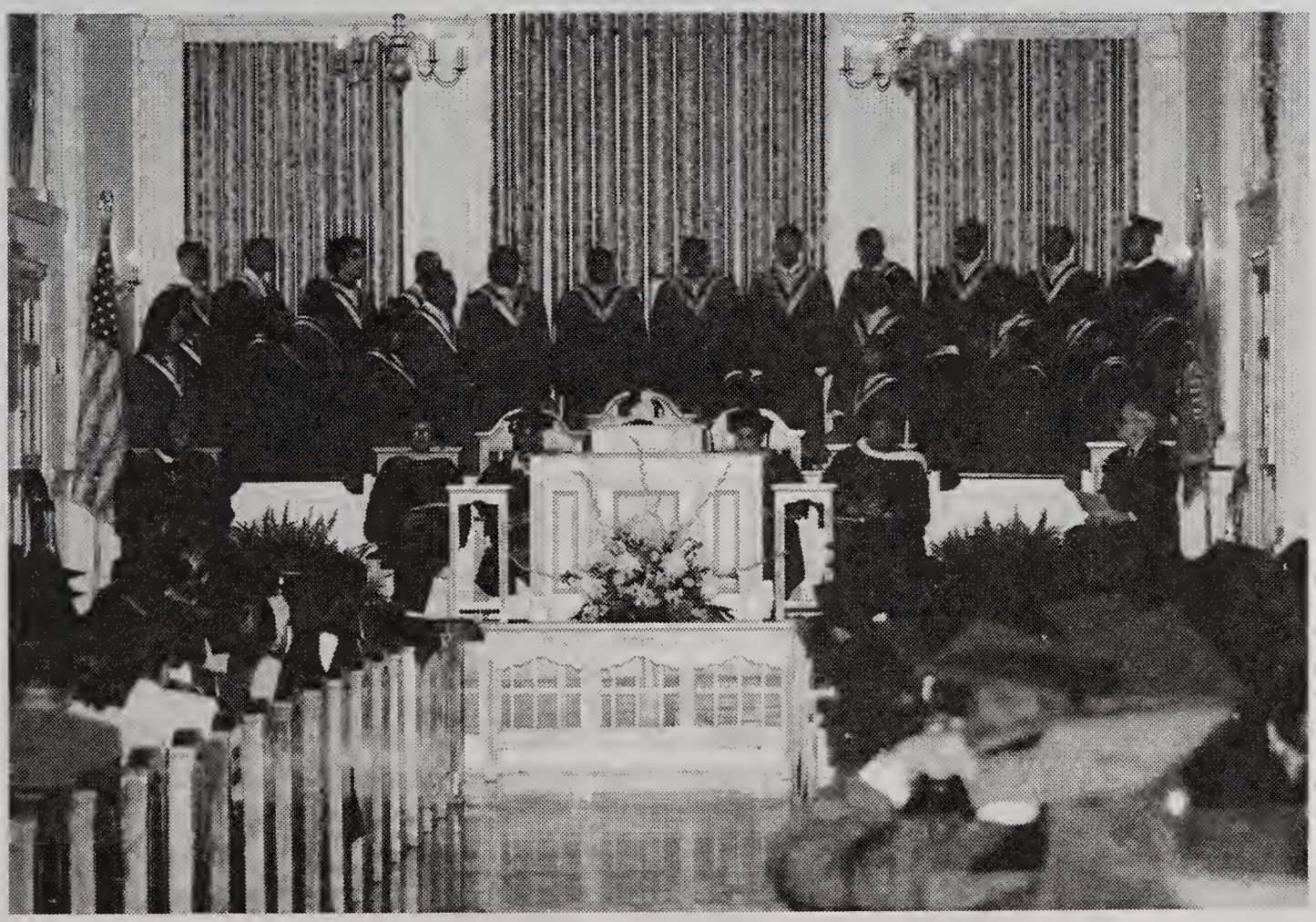
Humanifest, which is sponsored by the Humanities Division in the spring, features art, music, and other cultural events for the campus and community.

The school colors, Gold and Blue, were selected in 1895 by J. Henry Warren, Walter A. Middleton, and Thaddeus Jerome Coles, who had been commissioned to select two colors to be adopted by Biddle University, now Johnson C. Smith University. The committee looked up the meaning of many different colors so as to select the two most fitting. Gold and Blue, which had been the favorites of Mr. Warren and Mr. Middleton, respectively, were determined to be the most appropriate. The committee found both colors to represent truthfulness and loyalty. After additional investigation, Mr. Middleton noted that gold depicted truthfulness and loyalty to an institution or organization, while blue represented truthfulness and loyalty to an individual. Hence the colors gold and blue were felt to appropriately bind students, alumni, and the University, and were readily adopted when the committee made its report to the faculty and students.

The colors were used for the first time on Easter Sunday, 1895 when they were displayed in every building on campus and in the rooms of boarding students. On Easter Monday the colors were displayed at a school baseball game, the University's first off-campus game. Though not officially organized, the famous "colored" team was known as "The Quick Steps" and drew support from both the black and white communities. **Gold and Blue Day** is traditionally celebrated on the Friday prior to the Homecoming game (Parker, 1975).

ALMA MATER (Loyalty Song)

The choice of an appropriate school song became a matter of controversy between students and alumni in the 1920's. Rev O. W. Winkfield, a graduate of the class of 1911, proposed a college song, which, though considered to having much merit, was not adopted by the school. Another song, written by George Leonard Allen (JCSU class of 1925) of the Kendall Institute Sumter, South Carolina was more highly received. It was reviewed by a professional critic, who noted, "It is a good cheer song for football games and the like, but it has no depth and is not fitted, in its presented state, for a college song" (Parker, 1975, p.15). The song was revised to achieve desired depth and to reflect a coeducational student body. It was adopted in 1924, and today is sung at all formal University events in loyalty to Alma Mater (Parker, 1975).



Words by George Leonard Allen
Music by R. Tate

I
We love Thee Smith with all our hearts!
To Thee we'll ever be true
And in the light of truth and right
Hold high the Gold and Blue.

Refrain: Proudly we hail thy name, our Alma Mater,
Old S.U. Johnson C. Smith, our own!
Our hope, our guiding star, our light unfailing!
Pride of our loyal hearts, we'll love and honor thee
Our whole life through
On, ever on! Dear old J.C.S.U.!

II
Fair Smith, on earth we roam,
Send forth thy constant ray
And let it beam with steadfast gleam
To lead us o'er Life's way.

UNIVERSITY SEAL

The University Seal depicts the institution's founding date of 1867 and the Latin words **SIT LUX,** which means "Let There Be Light." The seal certifies the authenticity of University documents.

University Colors:
Gold and Blue

Johnson C. Smith University Mascot:
The Golden Bulls

PUBLICATIONS

The *Johnson C. Smith University Catalog* and admission materials are published by the University.

The Bull, the yearbook, is published annually by the students.

The Newsletter and the *State of the Union* are published by the Office of Development.

The JCSU News, the campus newspaper, is published periodically during the school year by students and the Communications Arts Department.

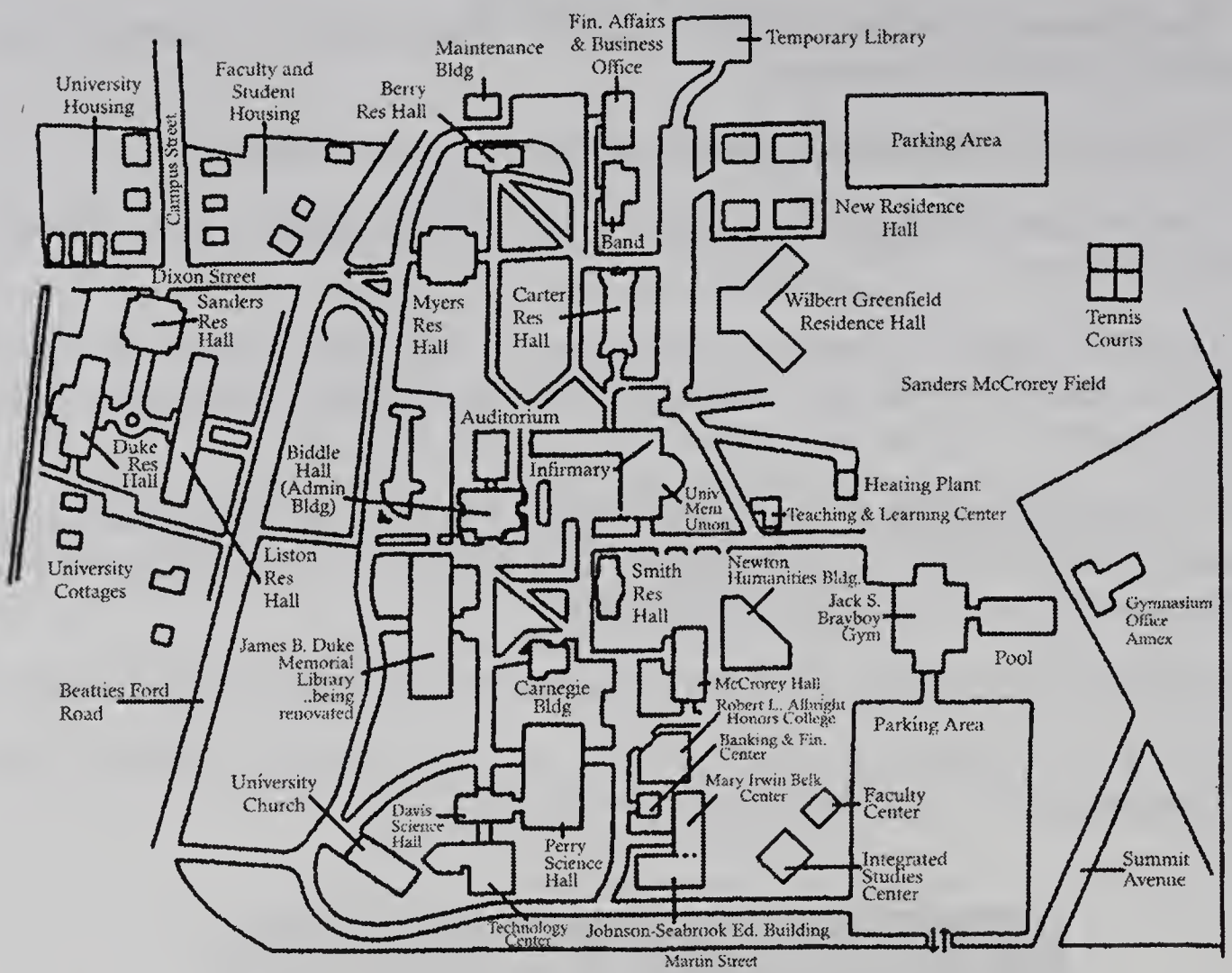
The Student Handbook is published by the Office of Student Affairs as a guide to student life at the University and sets out in detail various rules and procedures to which students adhere.

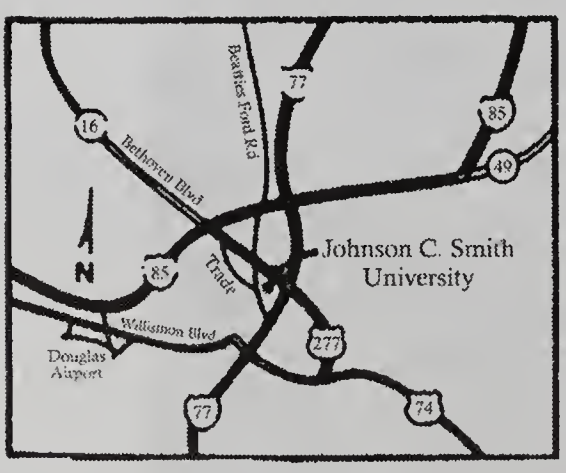
The Treewell is published by the Department of English and Fine Arts.

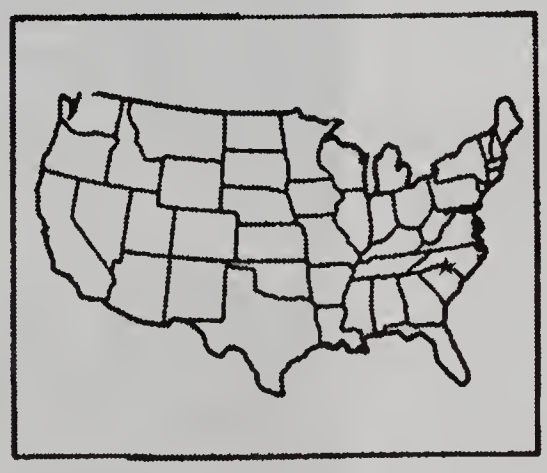
The *Undergraduate Research Journal* is published annually by the Undergraduate Research Journal Committee.



CAMPUS MAP







Johnson C. Smith University is located at 100-300 Beatties Ford Road near the intersection of West Trade Street, Fifth Street, and Rozzelles Ferry Road in Charlotte, North Carolina. Charlotte is served by the major airlines, by Greyhound-Trailway buses, and by Amtrak. The campus is easily accessible from Interstates 85 and 77.

BUILDINGS

Banking and Finance Center, is housed in the bungalow Mrs. Johnson C. Smith built for her campus home in 1928 and was later christened "Our University Shrine" by alumni. It is a special facility equipped to support students concentrating in Banking and Finance. It has its own computer classroom with eight terminals networked to the University central computer system, a seminar/conference room and a comfortable living room with fireplace. This facility is the temporary home of the President's Office while Biddle Memorial Hall is under renovation.

Biddle Memorial Hall, constructed in 1883, contains the administration offices of the University, conference rooms, and classrooms. The building consists of five stories, including the basement. Biddle Memorial Hall is located on the highest knoll of the campus and may be seen from almost any section of the city. It is temporarily closed for renovation.

Carter Hall, built in 1986, is a residence hall. The original building was a gift of Miss Laura Carter of Geneva, New York. In 1955 the building was completely modernized on the inside, leaving the outside walls to retain the original architecture. It houses 99 students and contains a lounge, recreation area, and living quarters for the director.

Johnson C. Smith Memorial Hall, built in 1922, accommodates 54 students. It was named for the late Johnson C. Smith of Pittsburgh, Pennsylvania.

Berry Hall, a residence hall constructed in 1924, stands at the northern end of the campus. It has four stories, including a basement. This residence hall, which was given in memory of the late Mrs. Smith's parents, has a reception parlor and houses about 52 students.

The James B. Duke Memorial Hall, the first residence hall to be constructed on the campus for the housing of female students, is located across Beatties Ford Road on the west side of the University campus. The three-story building, built in 1941, houses 101 students, the director's office, laundry facilities, storage rooms and a refurbished Parlor area.

The George E. Davis House, built around the turn of the last century, is the oldest brick home owned by an African American in Charlotte. Originally home to the University's first Black faculty member, Dr. George E. Davis, Professor of Natural Science and Academic Dean, the Davis House is currently undergoing restoration.

Carnegie Hall, which housed the library from the date of its construction in 1911 to 1968, is now occupied by the Offices of Financial Aid, Residence Life and Planned Giving.

The Jane M. Smith Memorial Church, located near the former entrance to the campus, is a gift of the late Mrs. Jane Berry Smith. This beautiful building, erected in 1928, provides space for religious, cultural, and social activities.

Johnson Cottage, built in 1928 as a faculty home by Mrs. Johnson C. Smith and named after her husband's mother Mrs. Margaret Johnson Smith, was restored in 1998 and currently houses the Career Planning and Placement Office and the Office of Cooperative Education and Internship. Formerly known as Washington House.

Smith Cottage, built in 1922 as a faculty home by Mrs. Johnson C. Smith and named after her husband's father Mr. James Smith, was restored in 1998. This facility is the temporary home of the Office of Admissions while Biddle Memorial Hall is under renovation.

The Henry Lawrence McCrorey Memorial Hall, dedicated on November 12, 1955, was formerly the administration building for the School of Theology. It was erected from funds raised by alumni, churches in the Catawba, Atlantic, Blue Ridge, and Canadian Synods, local friends, and the Building Fund Campaign of the Presbyterian Church, U.S.A. It contains three stories, including space for classrooms, offices, Social Science Lab, and Social Science Library.

The Hartley Woods Hall, a gift of the late Mrs. Jane Berry Smith, was the original campus gymnasium and is situated at the northern end of the campus. Built in 1928, it now houses the Offices of Financial Affairs.

The Jack S. Brayboy Gymnasium, was completed in 1961. It is a split-level brick and steel structure with a main playing floor, a seating capacity of 2500, two lobbies, and accessory equipment and storage rooms on the upper level. On the lower level are five instructors' offices, two classrooms, the main equipment and storage rooms, and the main physical education locker and towel rooms.

A glass-enclosed corridor connects the Pool Building with the lower level of the gymnasium. The swimming pool, which is seventy-five feet long and forty-two feet wide, meets indoor Olympic regulations. The depth of the pool is from three to ten feet.

Liston Hall, constructed in 1962, is a residence hall. Of modern design, the building will accommodate 144 students. It has two lounges, a Computer Laboratory, and other facilities adequate for convenient living. The building was named in memory of Dr. Hardy Liston, who served as president of the University from 1947 until his death in 1956.

The University Memorial Union, constructed in 1965, is a three-story building which includes a cafeteria, a snack bar, conference rooms, faculty and student lounges, a bookstore, a post office, staff offices, recreational facilities, and the University Health Center.

The James B. Duke Memorial Library, located near the center of the campus, is available to JCSU students, faculty, staff, and the extended university community. It is open seven days a week for a total of 84 hours per week.

The library is an integral part of Johnson C. Smith University and provides programs and services in support of the mission of the University. The library offers educational resources in print, audiovisual, electronic, and micro formats, etc. Materials not available in the library may be obtained through interlibrary loans. Through numerous vendors, including (NCLIVE NC statewide information network consortia), JCSU students and staff have access to thousands of electronic books, journals, and magazines.

The newly constructed state of the art library provides 430 seats that are equipped with full access to the information network of the University. The library also provides specialized facilities, i.e. Modern Communications Room for video/data projection, Learning Lab for media production and viewing/listening stations, Bibliographic Instruction Classroom, Curriculum Lab, Archives, and conference/study rooms.

Library policies and procedures are published on the JCSU website. Brochures describing specific services are available at the reference desk in the library.



Myers Hall, completed in 1967, accommodates 120 students. A modern four-story structure, the building has on the first floor an apartment for the director, a two-room suite for counselors, lounge, Computer Laboratory, TV room and laundry facilities.

Sanders Hall, built in 1967, accommodates 119 students. The four-story building has on the first floor two apartments (one for the director), a snack bar, a grooming room, laundry facilities, and a Computer Laboratory.

The Science Center. The Science Center is composed of the George E. Davis Science Hall, constructed in 1923, and the Rufus Patterson Perry Science annex which was completed and occupied in September 1968. This tri-level structure was dedicated on April 2, 1978 in honor of the eighth president of the University, Dr. Rufus P. Perry.

The Science Center is fully equipped for teaching, research and has classrooms, offices, and laboratories which facilitate experimental work in chemistry, the life sciences, mathematics, physics, earth science, psychology, and information technology.

The Johnson/Seabrook Education Building and Mary Irwin Belk Center. In June of 1976 Johnson C. Smith University began construction of a new facility to house the Education and Business/Economics Departments. Major donors who contributed to the facility were: The Belk Family Foundation; Department of HEW Higher Education Facilities; the Kresge Foundation; Observer Charities and the Z. Smith Reynolds Foundation.

Greenfield Hall, was dedicated on April 19, 1985. It is a residence hall of modern design. The building houses 213 students. On the main floor is the office of the Residence Coordinator, the main lounge and a vending area. The library along with two conference rooms are located on the third floor where residents have the opportunity to interact within the building. The lower level houses the laundry room and storage area. The building is named for the former president of the University, Dr. Wilbert Greenfield, who served from 1972 to 1983.

The Lionel H. Newsom Humanities Building, completed in 1986, is a classroom facility with faculty offices. Of modern design, the building contains 21 offices, 10 classrooms, a computer laboratory, a language laboratory, a lecture hall, a conference room, and a staff lounge.

The Robert L. Albright Honors College Center, constructed in 1990, is a multipurpose facility. Of modern design, it has residential suites for 16 students, seminar rooms, special guest quarters, computer laboratory, conference rooms, and a foyer and living room in which notable art works are displayed.

The Faculty Center, constructed in 1991, is a multi-purpose facility of modified Georgian design. It has a living room, leisure activities rooms, a dining area, and library on the first floor. On the second floor are four faculty studies, the Executive Study, the President's study, and the Faculty Development Center.

The Edward F. Crutchfield Center for Integrated Studies, constructed in 1993, is a facility designed to support faculty activities in integrated studies. Conference facilities, faculty studies, research areas, the Stadium Manager, and the Office of Institutional Advancement/ Development are presently housed here.

The Teaching and Learning Center, temporarily houses Student Affairs, Counseling and Testing, Upward Bound, and The University Chaplain.

Technology Center, The Johnson C. Smith University Technology Center, constructed in 1997, is a 23,000 sq. ft., three stories high tech facility. The Center has nine high tech computer telecommunications and electronics state-of-the-art laboratories. It is designed to offer high tech education for Johnson C. Smith University students. It is also designed to support both student and faculty research in the new era of information technology and telecommunications revolution. In addition, the Center hosts a teleconferencing facility, technical library, classrooms and an auditorium.

The Temporary Library constructed in 1997 to be used as the temporary facility for the University Library is presently occupied by The Office of the Registrar, The Office of Academic Affairs, The Institutional Planning, Assessment, Effectiveness and Research Office, The Print Shop, Campus Security, and The Northwest Corridor.

The New Residence Hall, constructed in 1993, is a modern cloister-courtyard complex. The co-ed living facility includes single room occupancy, comprised of six (6) bedrooms, two (2) baths, living room, kitchenette and dining area in a townhouse setting. Each bedroom in every suite offers a private telephone, cable TV outlets and a spacious closet for personal belongings.

This new complex features a large theater style community room, a computer room which overlooks a living room complete with a gas fire place, laundry facilities, office, full kitchen and a private reading room. This magnificent facility houses 210 students.

ADMISSIONS

ADMISSIONS POLICIES

Johnson C. Smith University is dedicated to educating individuals whose accomplishments demonstrate a high level of initiative, exhibit principled moral and ethical values, and possess the emotional and social maturity needed to thrive in a scholarly environment. The student who flourishes at Johnson C. Smith University has a history of academic success, is self motivated, and is committed to lifelong service to his or her community.

Candidates for admission must submit a scholastic record that shows their ability to do college level work. Fullest consideration is given to graduates from accredited secondary schools with consistent above average performance in the following courses: four units of English, two units of mathematics, one unit of laboratory science, and two units of social science. Students are also required to submit results on the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

All candidates for admissions are encouraged to submit two letters of recommendation from guidance counselors or teachers in addition to a personal essay to support their application for admissions. *(optional)*

Each candidate for admission to Johnson C. Smith University is reviewed on individual merit. Although several criteria are used in determining the admission of each individual candidate, no one criterion is necessarily the most important.

Submission of materially false information in the application or school transcript will subject the student to immediate revocation and termination of his or her acceptance for admission. Such revocation of admission and enrollment shall be made by the Vice President for Academic Affairs. An appeal of this decision may be made to the President, whose decision shall be final.

APPLICATION PROCEDURE

Each candidate for admission should submit the following to the Office of Admissions:

1. A completed application accompanied by the $25 non-refundable application fee.
2. A transcript of his or her secondary school record.

3. Reports of his or her scores on the Scholastic Aptitude Test (SAT) or the American College Test (ACT).

4. Recommendations of guidance counselor or teachers. *(optional)*

5. Personal essay. *(optional)*

Freshman Admission Requirements:

Generally admission to the freshman class is limited to graduates of accredited secondary schools. Applicants should have a minimum of sixteen units, including four units of English, two units of mathematics, two units of social science, and one unit of laboratory science. The University reserves the right to modify these requirements.

NOTIFICATION

Johnson C. Smith University notifies students of their admissions decisions upon receipt of all application materials.

EARLY ADMISSIONS

Highly motivated, above average high school juniors and seniors may be considered for admissions at Johnson C. Smith University while currently completing their secondary school graduation requirements. Students must have a minimum 3.0 GPA, submit SAT or ACT exam scores, and receive consent from their parents and the appropriate high school official.

Project Early Start is an early admission program designed especially for high school seniors in the Charlotte Metropolitan area who are interested in attending Johnson C. Smith University. Students selected for the program remain in their own high school through graduation, while simultaneously completing college-level courses at the University. These courses yield both college and high school credits. Students selected for the program under Track I are provided scholarships for tuition costs and allowed to complete up to six credits during each of the regular semesters of their senior year. Selected students must complete admissions applications for both the University and the Program, provide an official high school school transcript, present a minimum grade point average of 3.25, have a minimum SAT score of 1000 (a PSAT score of at least 100 or an ACT score of at least 20 may be substituted for the SAT score), provide two letters of recommendation from high school teachers, and receive parental consent for participation.

TRANSFER STUDENTS

An applicant from another accredited college or university may be considered for admission to Johnson C. Smith University if the applicant has an overall average of C or above. No transfer credit is given for any course

in which the applicant has earned a grade below C. Each transcript is evaluated on its own merits in light of its conformity with the program of study in the curriculum of Johnson C. Smith University. Transfer students with more than 12 transferable credits are not required to submit high school transcripts.

The University generally will accept a maximum of sixty-four credit hours from a junior college, and ninety from four year institutions. Credit hours, not grade points, are transferred.

Transfer applicants who have below a C average may be considered for admission under either of the following provisions, based on the number of credit hours earned.

SPECIAL STUDENTS

High school graduates may enter Johnson C. Smith University for the purpose of taking certain courses without becoming candidates for a degree. They will not be subject to the specific requirements for admission but must prove to their instructors the ability to pursue successfully the courses for which they have registered. Such students may later become candidates for a degree by meeting all entrance requirements. Special students will not participate in intercollegiate athletics or other student activities. They will be subject to the same rules and regulations as regular students. APPLICANTS WHO HAVE COMPLETED PREVIOUS COLLEGE WORK MUST BE ELIGIBLE TO RETURN TO THE INSTITUTION LAST ATTENDED. FINAL APPROVAL FOR ADMISSION IS NOT GRANTED UNTIL OFFICIAL DOCUMENTATION IS ON FILE VERIFYING HIGH SCHOOL GRADUATION.

APPLICANTS WITH FOREIGN CREDENTIALS

Students who are not permanent residents or US citizens must submit an Application accompanied by the $25 non-refundable application fee. Other documents needed include: certified translated transcript with verified true copies of originals (colored ink stamp), proof of proficiency in English (submit the Test of English as a Foreign Language Score), notorized Affidavit of Support, and Financial Statement for International Students. For Transfer students from International colleges and universities, an official evaluation of transcripts must be submitted by:

World Education Services
POB 745
Old Chesea Station
New York, NY 10113-0745

Division of Lifelong Learning (Continuing Education)

The Division of Lifelong Learning (DLL) is an evening and weekend program for students 25 years of age or older who are either degree-seek-

ing or non-degree seeking (see below). Every degree-seeking candidate for admission to DLL must make formal application to the Office of Admissions. The student must request an application from the Office of Admissions, complete it fully, and return it with the application fee of ten dollars (check or money order payable to Johnson C. Smith University). THIS FEE IS NON-REFUNDABLE. The application for admission will be processed immediately upon receipt and payment of all fees, and a permit to register will be mailed to the approved applicant once the application has been processed.

Applicants seeking degrees will not be allowed to matriculate at Johnson C. Smith University without a health and immunization record as well as final transcript, and matriculation fee.

Applications for admission are accepted at any time during the year, but all credentials must be on file in the Office of Admissions at least two weeks before the beginning of the class in which the applicant plans to enroll.

Non-Degree Seeking Status

Students entering to take courses for job-related and/or personal enrichment purposes will be enrolled as **Non-Matriculation Students.** Non-Matriculation students are eligible to take credit and non-credit courses, but they are not seeking a degree and will not be eligible to advance toward degrees. Should a non-matriculation student elect to pursue a degree at a future date, only five (5) credit hours taken may apply toward that degree.

A student is eligible for Non-degree status when:

1.) A student is taking courses for self-improvement; or,

2.) A student is completing requirements for a degree at another college or university. (Statements of approval from a designated official must be present if credit is to be transferred.)

Students taking courses for self-improvement do so through the Division of Lifelong Learning and may register for either credit or non-credit offerings. A student completing requirements for a degree at another college or university must contact the Office of Admissions for submission of required documentation.

VISITS TO CAMPUS

All prospective students and their parents are invited to visit Johnson C. Smith University. During campus visits individuals have the opportunity to tour the facilities, meet students and faculty, attend classes, and meet with an admissions representative.

Individual visits and campus tours are conducted Monday through Friday during the academic year and the summer. Arrangements should

be made at least two weeks in advance through the Office of Admissions. For appointments call or write the Office of Admissions, Johnson C. Smith University, 100 Beatties Ford Road, Charlotte, NC 28216; telephone, toll free 1-800-782-7303.

PHOENIX POLICY

At Johnson C. Smith University, students who fail to meet the Satisfactory Academic Progress Scale for a third time are academically dismissed from the University. In the past, these individuals have been permanently prohibited from returning to the institution.

Under the Phoenix Policy, students who have been dismissed from Johnson C. Smith University have the opportunity to petition for reinstatement two years after the last date of attendance at the institution. The purpose of this policy is to enable dismissed students the privilege of salvaging their academic careers and returning to the institution at a time when they are seemingly more likely to succeed.

The revised policy will allow students, two years after the last date of attendance at Johnson C. Smith University, to petition the Committee on Academic Standards for reinstatement. The petition must include a description of all activities in which the petitioner has been engaged during the period of dismissal (e.g., employment, military service, volunteer work, and attendance at another college or university). Also, the petitioner must list the steps he or she plans to take during this year of enrollment so as to ensure academic success (e.g., attend tutorials, see counselor, terminate employment, live on campus, and participate in writing labs). If the student does not meet the Satisfactory Academic Progress Scale by the time he or she has completed 36 credit hours, the student will be dismissed permanently from the University and will have no opportunity to appeal the decision for subsequent reinstatement.

The following criteria apply to students re-entering under the Phoenix Policy:

a. all credits earned previously would be retained;

b. the student must follow the guidelines that appear in the college catalog that is current at the time the student enrolls under this policy;

c. the student may transfer to Johnson C. Smith University, if prior written approval is received from the Office of the Registrar, credit hours from a college or university they attended during dismissal;

d. if the student is in default of his or her Guaranteed Student Loan or National Direct Student Loan which was assumed during his or her previous enrollment at JCSU or at any other institution, the student must bring a letter from the lender(s) confirming that the

student is in good standing, and all tuition and fees must be paid in full at the time of enrollment under the Phoenix Policy;

e. the student must demonstrate in his or her request for readmission that he or she has engaged in appropriate personal developmental and/or enhancement activities during the period of dismissal (e.g., gainful employment, enrollment at another postsecondary institution, military service, volunteer/community service) and has not been found guilty of any criminal violation;

f. the student must, at the time of readmission, be in good academic and social standing at any other institution which he or she may have attended since dismissal from JCSU; and

g. the student must register for tutorial and daily academic study sessions in the Teaching & Learning Center and;

h. the student must meet the Satisfactory Academic Progress Scale by the time he or she has completed 36 credit hours if allowed to re-enroll; failure to do so will result in Dismissal with no opportunity to petition for reinstatement.

PART-TIME STUDENTS

Persons who wish to become candidates for a degree and cannot attend full-time may enroll for a reduced number of credit hours as a part-time student, but they must meet the same admissions requirements as full-time students.

READMISSION OF FORMER STUDENTS

A student who has withdrawn in good standing and who subsequently seeks readmission and students who wish to return after a period of suspension must apply in writing through the Admissions Office. Re-entering students MUST receive notice of approval before they can return to the University.

FINANCES

REGULAR FEES

The fees and charges listed below are applicable to all students for the 2002-2003 Academic Year. In addition to regular fees and charges, a separate listing of incidental fees are provided in a separate section for those persons who may be affected. Travel, clothing, books, and other personal expenses are not included. However, the cost of textbooks and educational supplies can be expected to average at least $800.00 per year or $400.00 per semester. Students will be required to purchase textbooks at the beginning of each semester; consequently students should be prepared for this expense shortly after they arrive each semester.

Tuition & Fees – 2002-2003

	Annual Cost
Tuition (Full-Time)	$10,469.00
Mandatory Fees	
Student Union/Activity Fee	227.00
Athletic	93.00
UNCF	10.00
Student Government Association	99.00
Yearbook	46.00
Lyceum Programs	42.00
Insurance	116.00
Newspaper	15.00
Health Fee	114.00
Computer Lab Fee	36.00
Science Lab Fee	36.00
Technology/Software Fee	1,141.00
Total Tuition and Fees	$12,444.00
Room	2,766.00
Board	2,040.00
Total Tuition, Fees, Room and Board	**17,250.00**
Additional Charge for Residents of:	
Greenfield Hall	$200.00
Honors College	$258.00
New Residential Hall	$354.00
Freshmen Orientation & Matriculation Fee (One time charge for Freshmen and Transfer Students)	$100.00

Room Reservation Fee (Required for all on-campus students to receive room assignments) ($100 applied to Spring Room and Board)	$250.00
Charge per credit hour (below 12 hours)	$230.00
Charge per credit hour (above 18 hours)	$230.00
Summer School 2003 (per credit hour)	$161.00
Summer School 2003 (Activity Fee)	$ 42.00
Summer School 2003 (Technology Fee)	$104.00
Summer School 2003 (Room)	$419.00
Summer School 2003 (Board)	$398.00
Division of Lifelong Learning Charge per credit hour	$221.00

Tuition, fees, room and board charges are subject to change.

PAYMENTS

Total semester fees and charges are due and payable in full on or before registration of each semester. Any student not making the required full payment of fees and charges will be assessed an additional Late Fee of $30.00 per semester for partially defraying the cost of handling an installment arrangement.

Please mail payments not less than two weeks prior to due date or pay in person at the time of registration. Students are strongly urged to pay in advance to reduce the registration procedure time. Remittance of money for school expenses must be made by certified check or money order payable to Johnson C. Smith University. The University does not accept personal checks. Address payments to Financial Affairs, Johnson C. Smith University, 100 Beatties Ford Rd., Charlotte, North Carolina 28216-5398.

Any student desiring an installment arrangement should contact the Financial Affairs Office for available plans. The Financial Aid Office will provide information regarding other Student Loans.

INCIDENTAL FEES

Parking Permit (for students)	$10.00 per semester
Admission Application Fee—New Students (No refund or credit on account)	$25.00
ID Card Replacement Fee	$15.00 per use
Student Teaching Fee	$60.00 per semester

Music Private Lesson Fee	$15.00 per half credit hour
Music Instrument Rental	$10.00 per semester
Graduation Fee (Cap & Gown, Diploma)	$100.00 per use
Transcript Fee (after first request)	$4.00 per copy
Late Registration (Failure to Advance Register, when applicable)	$200.00 per semester
Dormitory Lost Key Fee	$70.00
Installment Fee (monthly pay plan)	$40.00 per semester
Removal of Incomplete Grade	$2.00 per course
Lost Mail Box Key	$50.00 per use
Matriculation Fee New Students (Non-refundable one time charge)	$100.00
Housing Reservation Fee (Non-refundable charged annually)	$250.00
Exam Permit (one free)	$5.00 per permit
Duplicate Degree	$100.00 per degree

Part-Time Fees

Students who enroll for **six (6)** or fewer credits per semester will be exempt from all mandatory fees with the exception of Student Health Insurance and United Negro College Fund Fees. Students who fall into this category will not be entitled to athletic passes, the yearbook, the Student Newspaper, or the use of the Health Center. Any student who increases their credit load above **six (6)** credits after the initial registration shall be charged all applicable mandatory fees.

AUDITING COURSES

Auditing of courses is open, without credit, to any person who has paid all of the applicable fees. Currently enrolled full-time students may audit courses without additional charges unless total hours exceed eighteen. An auditor is not required to participate in class discussions, to prepare assignments, or to take examinations.

WITHDRAWAL FROM THE UNIVERSITY (Return of Title IV Funds)

When a student officially withdraws, the University will adjust the student's account based on the student's last date of class attendance. The new policy adjusts for a percentage of days completed instead of weeks. The student's tuition, fees, room, and board are adjusted according to the calculated percentage. The student is obligated to pay for all tuition and non-refundable fees assessed through the last date of class attendance (earned portion of charges). The University will return, to the appropriate Financial Aid program and outside agencies, any aid provided to the student for the portion of the semester that the student did not attend (unearned portion of aid). The student (or parent for a PLUS loan) will repay to the appropriate Financial Aid program any unearned aid distrib-

uted to the student. The student will be notified in writing what the obligation (if any) is to the Department of Education. If the student does not make satisfactory payment arrangements with the Department of Education within 30 days of notification, the student will not be eligible for financial aid at any other school. The University will return to the student or scholarship foundation, any cash or awards credited to the student's account in excess charges. If the student does not officially withdraw, the University will identify the student's last date of class as if 50% of the semester has expired. The student's account will be appropriately adjusted and the amount of funds that must be returned will be calculated. No adjustments will be made after October 30th for Fall 2002 and March 24th for Spring 2003.

All Non Federal Funds will be refunded 100% up to the last date to add a class. Withdrawals after the last date to add a class, the student's tuition, fees, room, and board will be adjusted for the cost of attendance.

CHANGES IN ENROLLMENT STATUS

If a student does not begin attendance in all of his or her classes, the school will recalculate the student's Federal Pell Grant award based on the lower enrollment status. For instance, a student registers for a full-time course load (12 hours) but only begins attendance in three classes (9 hours): in this case, the student's Pell must be recalculated based on the lower enrollment status. Please note this is different than withdrawing from a class. If a student's aid has been disbursed and the student can prove attendance in the class, the University will not adjust the student's aid. If aid has not been disbursed, the University will award the student for the hours for which attendance can be verified regardless of a student's charges from Financial Affairs. Students must have a minimum of 6 hours at the time of disbursement to be eligible for the Subsidized or Unsubsidized Loans.

STUDENT ACCOUNTS CREDIT BALANCE REFUND POLICY

All Students shall receive a full refund of excess amounts over the direct cost within fourteen (14) days of the date of the credit balance. To insure timely issuance of refunds, students must:

1) Attend Budget/Credit counseling in the Financial Aid Office if necessary.

2) Part time student class attendance must be verified prior to receiving credit refund.

3) Financial aid will be transferred after validation and class schedule is confirmed for each semester.

Withdrawal from the University: A student entitled to a cash refund for withdrawing officially from the University must complete the following steps: first, secure withdrawal cards from the Counseling and Testing

Center; second, complete all necessary data; third, obtain official signatures on the card from the counselor, librarian, registrar, Vice President for Academic Affairs, Mobile Computing Center, and Financial Officer (the registrar will notify the faculty); fourth, return all of the signed cards to the Office of the Director of Counseling and Testing.

NOTE: If the student has an ID card, it must be deposited in the Office of Financial Affairs on the same day that the withdrawal cards are submitted.

Changes in Academic Hours: A full-time student is one who is registered for twelve or more hours. Students must pay for all hours in excess of eighteen. A student charged for hours in excess of eighteen at registration must drop these within four calendar days from the first day of registration in order to have charges removed.

A student who is registered for twelve hours or more and decides to reduce the number below twelve hours must do so within four calendar days from the first day of registration in order to have charges removed. Charges will be computed on a per credit hour basis for students officially registered for fewer than twelve hours, and the student will be classified as part-time.

A student who is registered for twelve to eighteen hours and who makes changes which do not make his or her registration greater than eighteen nor less than twelve will not be charged for changes in hours.

However, according to the following policy, effective January 2001, all students making changes in registration will be charged a $10.00 fee per change after the first change. Only one program change after Registration will be without cost.

Academic Dismissal, Disciplinary Dismissal, Submission of Materially False Information. Any student dismissed from enrollment at the University at any time during the semester for academic or disciplinary reasons, or for the submission of materially false information in any admission application or transcript shall not be entitled to any refund, including tuition, and any fees that have been previously paid, and shall be liable for any fees that remain unpaid for that semester. Students whose financial aid has been revoked and terminated for submission of materially false information in any application or statement shall be immediately liable for full payment of all fees not previously paid. Students dismissed for the reasons specified herein, or who have their financial aid revoked, shall save, hold harmless and indemnify the University with regard to any third party claim for payment, refund, reimbursement or other payment of any fees.

SPECIAL NOTICES AND EXPLANATIONS

1. The University reserves the right to increase or to decrease all fees and charges and to add or to delete items of expense without

advance notice as circumstances, in the judgment of the administration, may require. The University is not contractually obligating itself to any fees specified herein, but merely sets these out as estimates of approximate cost.

2. The official date for a student to withdraw from the University is the last date of class attendance as recorded and reported by the instructor. The withdrawal forms are filed with the Office of the Director of Counseling and Testing.

3. Room and Board rates include provision for services only during the scheduled operational days. Therefore, allowances have been made for the Christmas holiday when these facilities are closed. Every student must vacate the campus premises during this vacation period.

4. The University is not responsible for theft or damage to any student's personal property arising from any cause.

5. Students who, through malicious or negligent conduct, lose, damage, or abuse University property will be subject to disciplinary action and will be required to pay, at replacement cost, for such loss or damage.

6. Personal spending money or allowances should be sent directly and made payable to the student in the form of money orders or certified checks. The University cannot cash personal checks for students.

7. All students are required to satisfy their financial obligations to the institution by October 27 of the Fall Semester and by March 20th of the Spring Semester. Students who fail to meet their obligations or do not make satisfactory arrangements for payment with the Business Office will be dismissed from the University at that time for non-payment of fees. The diploma and transcripts of records will also be withheld until the student has paid in full all fees and charges due the University. Further, students will not be allowed to register for any subsequent semester until the obligation has been satisfied.

8. Student teachers who are boarding students at the University will be granted an adjusted meal plan for weekends only. This plan will include Brunch and Dinner.

9. The student is responsible for personal laundry and dry cleaning.

10. Cooking or the use of electrical or mechanical cooking appliances in the University residence hall rooms is prohibited. However, students are permitted to cook in the kitchen of those residence halls with a kitchen facility.

11. No student whose indebtedness to the University is overdue, in arrears, or in default will be permitted to join a fraternity or sorority.

STUDENT FINANCIAL AID

Johnson C. Smith University administers an extensive financial aid program which provides financial assistance to over 70% of the student body. Financial assistance is offered to all eligible and admitted students as long as they are meeting the Satisfactory Academic Progress Scale. Financial assistance from Johnson C. Smith University is to be viewed only as supplementary to the cost of education and not a replacement. Types of assistance include scholarships, grants, loans and work. Additional information is available from the Office of Financial Aid.

Financial Aid

The objective of the financial aid program is to meet the direct educational cost (tuition, fees, on-campus room & board) less the family contribution determined by the Free Application for Federal Student Aid.

Students who apply correctly by our published deadline will receive an aid package composed of grants, part-time employment and loans. All dependent students will be awarded a parent loan. If the loan is denied, the parents are expected to make up the difference with the Financial Affairs office.

The promptness of the financial aid office depends upon each applicant. Students, parents, step-parents, and guardians, should provide all requested information as promptly and accurately as possible and notify the financial aid office of the details of any significant changes in their financial circumstances during the year. Students who wish to receive federal, state, or scholarships are required to apply each year.

Most awards are based on need and because a student's need varies from year to year, an award for one year is no assurance that an equal amount of assistance will be provided in a succeeding year. There may be variations in the amount of assistance from year to year because of changes in student resources, family financial circumstances, and cost of education or changes in aid policies and changes in federal and state funding.

How to apply

1. Read the description of the financial aid programs in this catalog carefully.

2. The FAFSA should be completed and mailed as soon as possible after January 1: At the latest, these forms should be completed and mailed prior to March 1. For the North Carolina Student Incentive Grant Program, it is especially important to file the FAFSA by February 15, and students who have substantial finan-

cial need are strongly urged to file as early as possible. Applications completed and submitted by March 1 will be considered the highest award priority group. Students who apply early and accurately will receive assistance on an "as funds are available" basis. New freshman and transfers may apply as early as they wish but will not be considered until after the student has received a letter of acceptance from the Admissions Office.

3. Students selected for Verification (selected to send the financial aid office copies of most recent year's taxes) must complete all steps required. Until verification is successfully completed the award letter is estimated and subject to change. Please note all taxes must be signed to be accepted.

4. Notifications of financial awards are mailed to the student. Award letters are dated and usually have a 20-day response time. Freshman must pay their matriculation fee by June 1 or all aid will be cancelled regardless of the fact student has accepted aid.

Changes in federal, state and institutional policy could affect information printed in this catalog. Contact the Office of Student Financial Aid for updated information.

Withdrawal and Refund Policy

After a student withdraws from JCSU, a fair and equitable refund will be calculated according to JCSU refund policy. According to Federal guidelines, **the amount of refund due to the financial aid programs must be repaid before a refund will be made to the student or parent.**

Refunds to Title IV aid programs are distributed in the following mandated order:

1. Federal SLS Loan
2. Unsubsidized Federal Stafford Loan
3. Subsidized Federal Stafford Loan
4. Federal Plus Loan
5. Unsubsidized Federal Direct Loan
6. Federal Direct Stafford Loan
7. Federal Perkins Loan
8. Federal Pell Grant
9. Federal SEOG
10. Other Federal Aid programs.

Students have the right to:

- Obtain information about the student aid programs available at JCSU.
- Apply and be considered for aid.
- Request an explanation of any phase of the financial aid process;
- Request special consideration if your family's financial circumstances change significantly; (You must contact the financial aid office for instructions).
- Appeal financial aid award or denials based upon academic progress or enrollment requirements.

Students have the responsibility to:

- Complete all forms accurately and submit them according to scheduled deadline dates.
- Reapply for aid each year;
- Honor the policies and procedures stated in the JCSU catalog and the Student Handbook.
- Inform the Office of Financial Aid of any personal changes (increase or decrease in your financial resources, change in name and/or withdrawal or transfer from JCSU);
- Enroll for the necessary number of credit hours, and attend those classes;
- Repay your loans in accordance with your repayment schedules;
- File any deferments that are necessary for prior loans from different schools.
- Contact the financial aid if you are in Default.
- Provide any additional information as requested by the Office of Student Financial Aid;
- Officially withdraw with the appropriate departments to terminate your course of study.

Students having any objection to the above information can submit a letter to the Director of Financial Aid. The Director will review the student's concern and respond to the student in writing.

As a general rule, the deadline for all applications is April 15 of each year; however, applications are accepted after this date for students who are admitted after April 15.

Eligibility for Student Financial Aid. Students are considered to be making sufficient academic progress to remain eligible for student financial aid if they maintain the academic average according to the scale, which appears in the academic program section, and have earned the corresponding number of credit hours. Summer School attendance provides the only exception to this policy. All students must have a 2.0 or higher GPA to be eligible for Summer School financial aid.

The current policy regarding Satisfactory Academic Progress may be revised by the University administration without prior notice to students.

Transfer students must meet the same requirements as regular students to be eligible for financial aid. Financial aid transcripts must be on file in the University's Financial Aid Office before any consideration for financial aid can be given. Transfer students who are in default of their Federal Stafford Loans at a previous institution are not eligible to receive financial aid of any kind at Johnson C. Smith University. Various programs offered through State agencies carry eligibility requirements that include satisfactory academic progress.

WITHDRAWALS – Individuals withdrawing from the University within the first eight weeks will not be penalized academically for having made unsatisfactory progress. However, for financial aid purposes, if a student withdraws completely from a semester and is not meeting satisfactory progress by financial aid standards they must appeal directly to the financial aid office for consideration of reinstatement of financial aid. Consideration will be given to students who withdraw for medical reasons or due to extreme family hardships. Written verification will be necessary in such instances and final action will be taken by the Committee on Admissions, Academic Standards and Financial Aid.

REPEATED COURSE/INCOMPLETES – For purposes of receiving Federal funds under Title IV Student Financial Aid Programs, students receiving incompletes and/or repeating course work must, to the extent possible, successfully make up those credit hours within the subsequent semester of enrollment. Consideration will be given in cases where such coursework is not offered in the subsequent semester. Extension of time may be granted by the Committee on Admissions, Academic Standards and Financial Aid.

FINANCIAL AID PROGRAMS

Federal Pell Grant: The Federal Pell Grant is an award to help undergraduates pay for their education, and it does not have to be repaid. The amount that a student will receive depends on the expected family contribution, which is generated by a standard formula provided by the Department of Education. This system guarantees equal treatment to all applicants. Persons may apply for the Federal Pell Grant by completing the Free Application for Federal Student Aid.

Federal Supplemental Educational Opportunity Grant (FSEOG): The Federal Supplemental Educational Opportunity Grant is an award for undergraduates with exceptional financial need (with priority given to Pell Grant recipients). It does not have to be repaid. The specific amount awarded is based on the student's financial need and the availability of funds at Johnson C. Smith University.

North Carolina State Incentive Grant (NCSIG): This program is administered for the North Carolina State Education Assistance Authority by College Foundation Inc. Applicant must (1) be a North Carolina resident, (2) be a U.S. Citizen, (3) be enrolled or accepted for enrollment on full-time basis, (4) maintain satisfactory academic progress, and (5) not be in default on any Title IV loan or owe a refund on any Title IV program. This award is available to undergraduates who demonstrate "substantial financial need."

Application for the NCSIG award is made by checking "yes" on the Free Application for Federal Student Aid, giving the U.S. Department of Education permission to send the financial information to the financial aid agencies in the student's state of residence. The deadline for applying is March 15 of each year.

North Carolina Legislative Tuition Grant Program (NCLTG): This program was created by the North Carolina State Education Assistance Authority to assist residents of North Carolina wishing to attend a North Carolina private college or university in the state of North Carolina.

Students must be enrolled full-time and meet the eligibility requirements of the NCLTG Regulations. Applications are available in the Office of Student Financial Aid.

State Contractual Scholarship Program (SCSF): This program was designed by the General Assembly to create a state-appropriated scholarship fund for each eligible private college or university in the state to assure that needy North Carolinians who wish to do so might attend a private institution.

The student must be a resident of North Carolina for tuition purposes and enrolled full or part-time in an approved North Carolina private college or university. This scholarship is based on need.

DC Leap: This program is for Washingtron D.C. residents. Based on full-time status it is a need based grant. To apply contact the Financial Aid office on campus.

DC Tuition Assistant Program Grant (DCTAG): This program is for Washington, D.C. high school graduates. Please contact the Mayor's office for applications or visit their website at www.tuitiongrant.dc.gov.

Grants-in-Aid: Grants-in-aid are available to students with athletic or musical ability. Awards are made for performance in football, basketball,

track, tennis, golf, softball, or volleyball as well as band or choir. Recipients must be recommended by the appropriate coach or director to either the Athletic Director or Vice President for Academic Affairs, as appropriate. No grant-in-aid will be effective, finalized, or enforceable until such time as the agreement is fully executed by the Vice President for Financial Affairs and the President of Johnson C. Smith University.

All grants-in-aid are based on students maintaining certain expected levels of academic performance and program participation as defined by each program. Student performance is evaluated at the end of each semester, and students failing to maintain the required levels of performance will lose the grant-in-aid for the next semester. There is no appeal of the grant-in-aid review. Once lost, grants-in-aid can only be renewed by the full execution of the nomination and approval process outlined above.

Loans

The Federal Perkins Loans: The Federal Perkins Loans (formerly the National Direct Student Loan) is a low-interest (5%) loan to help students finance educational expenses. This program is supported by contributions from the federal government, the institution, and repayment from previous borrowers. These loans are available to undergraduate students, dependent on the extent of the student's need and the availability of funds. A borrower for two undergraduate years may receive up to $4,000 yearly; depending on availability of funds. Borrowers may be allowed up to 10 years to repay their loan. There are certain conditions under which repayment of this loan may be postponed or cancelled.

Federal Direct Stafford Loan: The Federal Stafford Loan is a low-interest loan provided to eligible students through the U.S. Department of Education. All students who are U.S. citizens or permanent residents and who are enrolled at least half-time are eligible to be considered for assistance through the Federal Direct Stafford Loan Program. An eligible student must demonstrate financial need through an approved need analysis system, and the amount approved will depend upon the assessed financial need. Freshmen may borrow up to $2,625 per year, Sophomores up to $3,500, and Juniors and Seniors may borrow up to $5,500 per year.

Federal Direct PLUS Loan: The Federal Direct PLUS Loan enables parents with good credit histories to borrow for each child who is enrolled at least half-time and is a dependent student. The yearly loan limit is the cost of education minus any estimated financial aid. The interest rate will be variable, but not higher than 9 percent. Repayment usually begins 60 days after the final loan disbursement. There is no "grace period" for this loan.

Part-Time Employment

Federal Work-Study: The federally-supported Federal Work-Study Program provides jobs for students clearly in need of assistance to enter or to continue in school. Jobs are available in all areas of the University.

Students approved for the Federal Work-Study Program are allocated a specific number of hours which they may work during the academic year, based on the extent of their financial need. The average student job requires up to 20 hours per week.

All student employees, upon being assigned employment, must present proper documents to verify identity and employment eligibility as required by the Federal Immigration Reform and Control Act of 1986. Original documentation must be presented on or before the first day of employment.

DEGREE/GRADUATION REQUIREMENTS — In all cases students must be working toward graduation/degree requirements. Individuals taking more than six academic years in succession to complete the necessary requirements may be refused financial assistance. Each student's case will be reviewed by the Committee on Academic Standards to determine the progress made toward the completion of degree requirements.

Appeals Procedure. Any student who wishes to appeal a decision made by the Committee on Academic Standards must submit a written statement indicating why the review of the academic record is being requested. Appeals should be forwarded to the Chairperson of the Committee on Academic Standards, Office of Academic Affairs, Johnson C. Smith University, Charlotte, North Carolina 28216-5398.

POLICY STATEMENT ON INSTITUTIONAL SCHOLARSHIPS

While Johnson C. Smith University is committed to providing needed scholarship funds to students, resources that are currently available can only be appropriated to assist in covering direct educational costs. These costs may include tuition, fees, room, board (when applicable), and books.

Additionally, financial assistance provided through the University is based on "need." The "need" factor is determined by the amount of financial assistance and available resources a student receives subtracted from the institution's budget established for the student. While total educational budgets may exceed demonstrated educational costs, gift aid and/or scholarships that are packaged with other Federal or State aid, or singularly awarded, may not exceed financial need. Therefore, if a student receives additional financial assistance from any outside source, the institution reserves the right to reduce the amount of gift and/or scholarship assistance accordingly.

Johnson C. Smith University Scholarship may consist of funds which the University has solicited from external agencies. Examples may include UNCF Scholarships, Duke Scholarships and other scholarship funds received from external agencies. Hence, students receiving such external scholarships may have their original awards adjusted to prevent total scholarship awards from exceeding demonstrated financial need.

Specific reasoning for such adjustments pertains to the availability of funds and the equitable distribution of funds to all students who have proven academic excellence. The cumulative grade point average of each academic scholarship recipient, with the exception of entering freshmen, will be reviewed at the end of each semester. The grades of entering freshmen will be reviewed at the end of the academic year. Failure to maintain scholarship criteria will result in the loss of scholarship funds.

Scholarships and Awards

Academic Scholarships: Scholarships are awarded on the basis of a student's academic achievement. They are designed to recognize, encourage and assist men and women who demonstrate leadership potential in a chosen field of study. Financial need generally is not a factor in making these awards, although the amount of the award assigned to each winner will vary with financial circumstances of the recipient.

Funds for these awards are made available through endowments contributed by concerned individuals and organizations.

A limited number of academic scholarships are offered in the freshman year, primarily to participants in the Honors Program. Recipients are selected from high school seniors with very high scores on the Scholastic Aptitude Test (SAT) or American College Test (ACT) and exceptional high school records. Scholarship recipients who maintain the highest cumulative averages will be considered for renewal if funds are available. All freshman applicants are automatically considered for available scholarships.

Claudius N. Shropshire Trustee Scholarship: Scholars for this award are chosen from the top three rising seniors at the University.

Francis I. Parker Scholarship: Awarded to outstanding African American students from North or South Carolina, Georgia, Tennessee or Virginia who are committed to concentrating in pre-law.

Cato Corporation Scholarship: Awarded to students majoring in Business Administration and Economics who demonstrate financial need, academic distinction and who live in a Cato Store community.

Jack S. Brayboy Endowed Scholarship: This athletic award is given to the athlete with the highest academic average.

National Presbyterian College Scholarship: Awarded to incoming freshmen at a college related to the Board of Christian Education, United Presbyterian Church, USA.

James and Susie Morrison Scholarship Award: Awarded to a student who is in need and demonstrates integrity, ambition, and involvement.

J.A. Jones Construction Company Scholarship: Awarded to National Merit Scholarship semi-finalists and National Achievement Scholarship Program semi-finalists.

Horace A. Davenport Endowed Scholarship: Awarded to a student who demonstrates outstanding academic excellence.

The James B. Duke Endowment Scholarship: Given to students with high academic promise and honor grade point averages.

A. O. and Dorothy Steele Scholarship: Awarded to a rising junior with high academic records and documented leadership qualities, which enrich campus and/or community life.

Dr. Charles L. Kennedy Endowed Scholarship: Given to a rising junior with a 3.0 GPA majoring in Chemistry, Math, Biology, Physics, Computer Science, or Engineering.

Rosemarie & Dean L. Buntrock Endowed Scholarship: Awarded to an outstanding student majoring in Engineering.

Valencia Jumper Endowed Scholarship: Given to a student who maintains a 3.0 or better GPA and demonstrates financial need.

Alex Hemby Endowed Scholarship: Awarded to a student in financial need who demonstrates a record of outstanding academic excellence.

John D. & Catherine T. MacArthur Endowed Scholarship: Given to a student with a demonstrated record of good moral character and academic excellence.

Eddie McGirt Endowed Scholarship: Awarded to an outstanding student athlete with a demonstrated record of academic achievement. The student must possess good moral character and leadership qualities.

Robert C. & Sadie G. Anderson Endowed Scholarship: Awarded to students demonstrating outstanding academic excellence and financial need.

Ivan & Juanita Reeves Endowed Scholarship: Available to students showing strong academic excellence, good moral character, and financial need.

The American Schlafhorst Endowed Engineering Scholarship: Restricted to students from North and South Carolina, majoring in Engineering with a 3.0 or better GPA.

Barnhardt/Thomas Family Endowed Scholarship: Awarded to a student demonstrating financial need and outstanding academic excellence.

Rosa Rogers Stratford Endowed Scholarship: Restricted to students from Charlotte-Mecklenburg County with a demonstrated financial need and a minimum 3.0 GPA.

The Robert L. Davis Endowed Scholarship: Available to a Charlotte-Mecklenburg County student majoring in Education who demonstrates the highest leadership potential, scholarship and financial need.

George I. Alden Endowed Scholarship: Awarded to a student displaying academic integrity, good moral character and financial need.

Rev. Jack S. Bailey Endowed Scholarship: Given to an incoming first year student from Georgia who demonstrates financial need or merit.

Robert L. (Bob) Walton Endowed Scholarship: Awarded to a student with outstanding academic qualities, good moral character, financial need and who has a genuine interest in their community.

Boyd Gatheright Endowed Scholarship: Given to a student majoring in the field of science who displays an outstanding academic record with a 3.0 or better GPA.

Thomas H. McPhatter Endowed Scholarship: Awarded to a student showing a sincere effort to stay in college. The student must maintain a B average with not less than a 2.8 GPA and must display a peculiar loyalty to the University.

Vernilla T. Glenn Endowed Scholarship: Given to outstanding students studying in the field of Mathematics with a demonstrated record of academic excellence and a grade point average of 3.0 or better.

Eugene A. Dawkins Endowed Scholarship: Awarded to a student with financial need and demonstrated academic excellence with a 3.0 or better grade point average.

Harry M. Jefferson Endowed Scholarship: Awarded to a student with financial need and demonstrated academic excellence.

Charlotte Alumni Chapter Endowed Scholarship: Given to a student with an outstanding academic record of achievement with a minimum 3.0 GPA. The student must display good moral character and leadership abilities.

Glaxo Wellcome Women in Science Scholarship: Awarded as an incentive for women students studying to enter the science profession and demonstrating outstanding academic excellence with a 3.0 or better GPA.

Sarah Belk Gambrell Endowed Scholarship: Awarded to a student who demonstrates outstanding leadership qualities, good moral character and the relentless pursuit of academic excellence. The scholar must maintain a 3.0 or better GPA.

The Duke Power Endowed Scholarship: Given to a student studying in the field of Pre-Engineering Education with a minimum grade point average of 3.0.

The Cummins Atlantic Endowed Scholarship: Any student with a 3.0 or better GPA may apply.

Pepsi-Cola Endowed Scholarship: Awarded to a student with an outstanding record or achievement, excellent moral character and leadership qualities.

WBTV Jefferson Pilot Communications Endowed Scholarship: Given to students studying in the field of Communications. The scholars must maintain a 3.0 or better GPA and display outstanding leadership ability.

Royal Insurance Endowed Scholarship: Awarded to a student completing his/her freshman year and has an internship component. The scholar must be of good moral character and show great promise for achievement.

Xerox Endowed Scholarship: Awarded to a student studying in the field of Engineering. The scholars are also eligible for the Xerox Summer Engineering Workshop. Each scholar must maintain an outstanding record of academic excellence and display strong leadership qualities.

Matthew J. Whitehead Endowed Scholarship: Awarded to an outstanding male scholar majoring in Teacher Education. Students must display an outstanding record of academic excellence and good moral character.

The John McDonald Endowed Scholarship: Given to a student with outstanding leadership ability and excellent academic standing studying in the field of Public Relations or Business.

Charles Stewart Mott Endowed Scholarship: Awarded to students achieving academic excellence in their field of study. Scholars must display good moral character and leadership ability.

Richard C. Erwin Endowed Scholarship: Available to students who demonstrate a financial need and display outstanding academic excellence.

The Wilhemina L. Seabrooks Simms Endowed Scholarship: Restricted to 3rd or 4th year students majoring in Economics. The scholarship is also based on financial need with the scholar having a 3.0 or better GPA.

Neal-Brooks Scholarship Award: Students majoring in Mathematics and the Sciences are eligible for this award.

Robert L. Blackmon Endowed Scholarship: Restricted to an African American female scholar with a 3.0 or better GPA. The scholar must be of good moral character and dedicated to the spirit of Johnson C. Smith University.

William S. Roddey Endowed Scholarship: Awarded to a student that demonstrates outstanding academic excellence by having a 3.0 or better GPA.

The Public Service Endowed Scholarship: Designed to provide financial assistance for worthy students. Scholars must maintain a 3.0 or better GPA and demonstrate good moral character and leadership ability.

The Caldwell E. and Ariana Bampfield Boulware Endowed Scholarship: Awarded to any sophomore, junior or senior who has clearly demonstrated outstanding character, leadership and scholastic achievements in the areas of the Humanities, the Sciences, Mathematics, and Computer Sciences.

The IBM Endowed Scholarship: Established as an incentive for students majoring in Computer Science, Mathematics or Engineering. Scholars must display an outstanding record of academic excellence and leadership ability.

The Lowe's Companies Scholars' Program: Awarded to a student who is in good academic standing with the University and displays good moral character and leadership ability.

The Betty J. Livingstone Endowed Scholarship: Available to students studying in the fields of Chemistry or Business. Scholars must maintain high standards of excellence in their academic endeavors with a continuous pursuit of higher education.

William A. Hawkins Endowed Scholarship: Awarded to any student displaying outstanding academic excellence and financial need.

Winson R. Coleman Endowed Scholarship: Awarded to an outstanding Junior scholar in the Humanities.

Juan J. Flowers and Marion E. Robinson Scholarship: Award is restricted to student with junior status and a minimum 3.0 GPA majoring in Computer Science.

Pfizer Scholarship: Students selected for this award must be either a junior or senior Biology major with a minimum GPA of 3.0.

***Contact the Office of Student Financial Aid for additional scholarship criteria, award amounts and other scholarship opportunities.**

Other Forms of Educational Assistance

Other sources of financial aid not administered by the Student Aid Office are available for assisting students in meeting their educational expenses. Assistance from outside agencies or programs may provide the full amount needed by the student, or it may be combined with an award from the University to meet this need. Information about other forms of aid will be made available upon request.

ATHLETICS

Physical education, health, and athletics are considered integral parts of the total educational program offered at Johnson C. Smith University.

The University is a member of the Central Intercollegiate Athletic Association, the National Collegiate Athletic Association, the National Association of Intercollegiate Athletics, the American Tennis Association, and the National Intramural Association.

ACADEMIC REGULATIONS

REGISTRATION

TIME: All students must register at the beginning of each semester, whether they were in residence the preceding semester or not. Students are required to register at the University on the days designated. New students will be advised regarding courses and registration procedures during orientation sessions at the beginning of each semester. Dates specified for new students to register are listed in the University Calendar. All students will report for registration as indicated in the University Calendar.

Late Registration: Returning students may be allowed late registration upon the payment of a late fee of $200.00, but no student will be permitted to register later than the time specified in the calendar.

Changes in Registration: Students who find it necessary to change their program of study after registration MUST make the change through the Registrar's Office on forms provided for that purpose. For any such change the student must obtain the permission of the mentor/advisor. This procedure is followed for dropping or adding a course. Effective January 2001, only one program change after Registration will be without cost. Any changes beyond this initial request will result in a charge of $10.00 per change. Prior to processing change requests in the Office of the Registrar, students should take the completed mentor and/or advisor signed Drop/Add form to the Office of Financial Affairs to pay the necessary fee. Then the Add/Drop form, along with proof of payment, is presented to the Office of the Registrar for processing. **All program change requests should be completed by the deadlines for the LAST DAY TO ADD and LAST DAY TO DROP respectively.** These program deadlines are provided in the University's Academic Calendar, available in the University catalog and from the Office of Academic Affairs.

The adding of courses must be completed before the time for making changes expires.

Changes in Address: All address changes must be made in the Registrar's Office.

Student Load and Excess Hours: The normal load for all students is 15-18 credit hours. In the Summer Session the normal load is 6-7 credit hours.

A. Maximum Load

1. During a regular session, a student may not enroll for more than 18 hours, except that a student whose average was "B" or better during the previous semester may apply to enroll for additional hours not to exceed a total of 22 ($230 per hour).

2. Any student who desires to enroll for more than 18 hours must obtain permission from his or her advisor or department head, College dean and the Vice President for Academic Affairs. Forms to enroll for more than 18 hours may be obtained in the Office for Academic Affairs.

3. During a summer term, a student may not enroll for more than six hours, except in the event that one course is a four hour course, in which case he/she may enroll for seven hours.

4. Candidates for graduation in July may enroll for 9-10 semester hours.

Course Offerings: The University reserves the right to add, delete or cancel courses as it deems necessary. There will be no partial refund of any fees as a result of course cancellations unless the student decides to continue as a part-time student.

GRADES AND CREDIT

Symbols: The quality of a student's work in a course must be reported to the registrar by the use of the following grades: **A, B, C, D P, F,** and **I. A** denotes excellent scholarship; **B,** good; **C,** fair; **D,** poor. Work reported as the grade of **D** cannot be raised to a higher grade by examination. **F** indicates failure; a student receiving such a grade may repeat the course. **P** is the passing grade assigned to all courses for which no credit is allowed. The grade **I** indicates that the work has not been completed and that the student did not withdraw from the class. IF A STUDENT DOES NOT ENROLL WITHIN TWO YEARS AFTER RECEIVING THE **I**, THE INCOMPLETE BECOMES A PERMANENT **I**, DENOTED BY A "Z". A student who officially drops a course will receive the grade of **W.**

The grading symbols are: A (90-100); B (80-89); C (70-79); D (60-69); F (Below 60); I (Incomplete); or W (withdrew prior to taking a test).

Grade Points: Grade points are determined by multiplying the number of credit hours which a course yields by the grade point value of the grade. Grade points are computed as follows: **A,** 4 points for each credit hour; **B,** 3; **C,** 2; **D,** 1; **P,** 0; **F,** 0.

Grade for Major Work: No grade below C will count for credit in the student's major or minor, and no student will be permitted to enroll for student teaching without a minimum grade of **C** in all courses in the designated teaching area.

Course Credit: Credit will be granted only for officially registered courses.

Prerequisites and Major Courses: All prerequisites for major courses must be passed with a "C". NO STUDENT WILL BE PERMITTED TO ENROLL IN A COURSE REQUIRING A PREREQUISITE WITHOUT MEETING THIS STANDARD.

Free Electives: All students should take a minimum of six semester hours of credit of their choice. These are not general requirements or major requirements.

Grading and Promotion: The University reserves the right to have decisions regarding grading and promotion made by the exercise of the sound discretion of the University faculty. Students receive a final grade or Incomplete "I" in each course. If a faculty member has made an error in assigning the final grade, he/she may initiate a "Change of Grade" form, with the appropriate documentation. The "I" may be made up within the designated period.

GRADE APPEAL SYSTEM

The grade appeal process must be initiated with the instructor involved to determine if there has been an error or some misunderstanding which they can resolve among themselves. If this does not prove satisfactory, the aggrieved student may take the matter to the department head and subsequently to the Dean of the College if it is not resolved. Finally, the student may present the matter to the Vice President for Academic Affairs for a final decision. If the dispute remains unresolved and the Vice President for Academic Affairs deems the case worthy, the dispute may be taken before the Council of Deans.

ENROLLMENT STATUS

Full-time: In order to be full-time, a student must be enrolled for a minimum of twelve (12) semester credit hours.

Part-time: Any student enrolled for fewer than twelve (12) semester credit hours.

Special: Students who are enrolled but have not been admitted to candidacy for a degree.

ACADEMIC STANDARDS AND SATISFACTORY ACADEMIC PROGRESS

Good Standing

All students are expected to progress toward a degree while in attendance at the University. In many cases, students are capable of completing their degree requirements within a 4 year period by earning an aver-

age of 16 credit hours per semester. However, depending upon academic major or other factors, students may require somewhat longer than 4 years for completion. The SATISFACTORY ACADEMIC PROGRESS SCALE sets forth the minimum requirements for progress toward a degree. Any student who meets these requirements will be in good standing.

Satisfactory Academic Progress

Johnson C. Smith University's primary purpose is to create and support an educational environment in which students may develop their intellectual potential. While the University is committed to extending its fiscal and human resources in pursuit of this goal, students must have some responsibility for their own education and must pursue and complete academic coursework which will permit them to meet baccalaureate degree requirements within a reasonable time frame.

Accordingly, and in compliance with appropriate and applicable federal regulations and requirements, Johnson C. Smith University shall adhere to the following definitions of and policies for the determination of "Satisfactory Academic Progress." Any petitions for exemptions to the requirements set forth herewith may be examined by the University's Committee on Academic Standards. The petitions must be in writing and must be specific as to the nature of the unusual circumstances for which an exemption is sought. The Petitions for financial aid must be submitted separately to the Office for Financial Aid.

Upon finding an appropriate cause of action, this committee may grant exception to the standards here set forth on an individual case basis, with the understanding that such exceptions will not undermine either the intent of this policy or governing federal regulations for Title IV Student Financial Assistance.

SATISFACTORY ACADEMIC PROGRESS SCALE

FULL TIME STATUS

SEMESTER	MINIMUM CUMULATIVE CREDIT HOURS EARNED	MINIMUM CUMULATIVE GPA
1	9	1.70
2	20	1.80
3	32	1.90
4	44	2.00
5	56	2.00
6	68	2.00
7	80	2.00
8	92	2.00
9	107	2.00
10	122	2.00

During each additional semester beyond ten, a full-time student must earn a minimum of 15 semester hours.

PART TIME STATUS

3/4 TIME STUDENT (9-11) credit hours.

BACHELOR'S (122) credit hours.

ACADEMIC YEARS COMPLETED	1	2	3	4	5	6	7	8	9	10
CREDIT HOURS COMPLETED	13	26	39	53	67	81	95	100	115	122

1/2 TIME STUDENT (6-8) credit hours.

BACHELOR'S (122) credit hours.

ACADEMIC YEARS COMPLETED	1	2	3	4	5	6	7	8	9	10	11	12
CREDIT HOURS COMPLETED	10	20	31	41	52	62	72	83	93	100	115	122

*Students must satisfy cumulative hours averages and hours for the indicated terms. Part time students must maintain a GPA in accordance with the number of semesters enrolled.

ACADEMIC PROBATION SUSPENSION AND DISMISSAL

1. Any student who, for the first time, fails to meet the requirements of the Satisfactory Academic Progress Scale will be placed on academic probation. It is mandatory that these students register with the Office of Teaching and Learning during the first two weeks of the Probationary semester and attend 8-10 hours of tutorial and daily academic study sessions in the Learning Resource Center.

2. Any student who, for the second time, fails to meet the requirements of the Satisfactory Academic Progress Scale will be suspended from the University for one semester. Students who regain compliance with the Satisfactory Academic Progress Scale prior to the end of the suspension period are eligible for immediate readmission to the University.

3. Any student who, for the third time, fails to meet the Satisfactory Academic Progress Scale and is subsequently dismissed may appeal that status in writing to the Committee on Academic Standards. A separate written appeal must be made if financial aid is affected.

SATISFACTORY PROGRESS POLICY
Johnson C. Smith University
Office of Financial Aid

If a student is dismissed or suspended from Johnson C. Smith University he/she must make a written appeal for reinstatement. The appeal should be addressed to The Committee on Academic Standards,

c/o the Office of Academic Affairs. A separate letter of appeal, with documentation of reinstatement status attached, must be submitted to the Office of Financial Aid for that office to consider reinstatement of financial aid. Upon review of the student's request and documentation, the student will be notified of the decision of the Financial Aid Committee.

If a student withdraws completely for a semester, the student must contact the financial aid office to confirm they are meeting satisfactory progress.

A student is eligible for federal aid for up to twelve full semesters.

DEAN'S LIST

At the end of each semester a Dean's List consisting of students who have earned a grade point average of 3.00 or better is published. Only students who are registered for a minimum of fifteen credit hours will be considered for the Dean's List. Students earning a GPA of 4.0 and a minimum of 15 semester hours are designated as Presidential Scholars.

CLASS ATTENDANCE POLICY

Class attendance is required for all JCSU students. **Each student is allowed as many hours of absence per term as credit hour(s) received (not to exceed 4) for the class. The policy does not apply to internships and student teaching. Attendance policies for these classes will be determined by the offering department.** A student is expected to attend all classes and not be absent without adequate cause. It is the responsibility of the student to make up scheduled work missed because of class absences. Absence from unannounced tests and other assignments may be made up at the discretion of the instructor. Students who exceed the maximum number of absences may receive a failing grade for the course.

Instructors are expected to explain the attendance requirements at the beginning of the semester and to include these requirements in the course syllabus issued to students. Instructors are required to maintain accurate attendance records on all students and, if requested, to report to the Vice President of Academic Affairs any student who exceeds the number of absences allowed in that class according to the University's Class Attendance Policy.

JOHNSON C. SMITH UNIVERSITY HONOR CODE

The following University approved Honor Code is enforced by the Office of Academic Affairs and the University Judiciary Board:

I pledge that this work is my own and I will not cheat, or represent the words, ideas, or projects of others as my own. I further pledge that I will not engage in academic dishonesty, which includes lying, stealing or assisting others in misrepresenting their work. As a

member of the student body of Johnson C. Smith University, I also pledge to report all violations of the Honor Code that I observe in others. I understand that violations of the Honor Code are subject to disciplinary procedures by the University.

Students and faculty are to govern themselves by the Honor Code to ensure the greatest measure of academic integrity. The University Honor Code will be acknowledged by students in relation to class assignments including out of class assignments, tests, written papers, as well as other assignments that involve student assessment. Student assessment may extend beyond classrooms and includes all applied academic settings of the University.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

No University students with at least one semester of course work attempted and/or completed at Johnson C. Smith University and a cumulative grade point average or credit hours earned below the requirements of the University's Satisfactory Academic Progress Scale (see page 54) will be allowed to participate in any University registered co-curricular student organization.

COURSE EXAMINATIONS

Semester or session examinations: All students are required to take the final examination in each course for which he or she is properly enrolled. Exceptions to this rule are granted by the department head and deans. The final examination must not account for more than twenty-five per cent (25%) of the final grade. FAILURE TO TAKE AN EXAMINATION DOES NOT GUARANTEE A GRADE OF I. Students who do not fulfill their financial obligations will not be allowed to take final examinations at the end of the semester.

Mid-Semester tests: All students are required to take the mid-semester test in each course for which he or she is properly enrolled.

Incompletes: A STUDENT WHO, AS A RESULT OF SICKNESS OR SOME OTHER UNAVOIDABLE CAUSE, HAS NOT FULLY SATISFIED THE REQUIREMENTS OF A COURSE MAY BE GIVEN A GRADE OF **I,** IF THE SUCCESSFUL COMPLETION OF THE WORK WILL ENABLE THE STUDENT TO EARN A PASSING GRADE. The incomplete may be removed while the student is not enrolled, but it must be removed within six weeks after the beginning of the next semester in which the student is enrolled. When the work is completed, the student must secure the necessary form from the Registrar's Office, take it to the Office of Financial Affairs to pay the necessary fee for removing incompletes, and then submit the form to the instructor, who will report the final grade to the registrar.

IF A STUDENT DOES NOT ENROLL WITHIN TWO YEARS AFTER RECEIVING THE **I**, THE INCOMPLETE BECOMES A PERMANENT **(GRADE OF "Z").**

Repeating of Courses: No student will receive credit for the same course twice. If any course is repeated in which credit hours are earned, the student's permanent record will be adjusted by subtracting the hours of the lower grade from the total hours earned. Credit hours will then be recorded for only the higher grade. Students are responsible for notifying the Registrar's Office when a course is being repeated. Space on the registration form is provided for this notification. COURSES IN WHICH STUDENTS HAVE EARNED THE GRADE OF "F" MAY ONLY BE REPEATED AT JOHNSON C. SMITH UNIVERSITY.

Withdrawal: Students may withdraw officially from the University up to the last day to drop classes as designated on the University calendar.

Transfer of Credit: Students may obtain credit by attending another college or university if the following conditions are met:

1. The proposed institution of study must be accredited by one of the six regional accrediting agencies of the United States and must offer courses equivalent to those at Johnson C. Smith University.
2. Approval is to be secured from instructors, advisors, and heads of the departments at Johnson C. Smith. Application for approval must be submitted on the proper form obtainable from the Registrar's Office. When the form has been properly executed, it is returned to the Registrar's Office. Elective credits may be received for certain courses which do not correspond to any offered at Johnson C. Smith, provided approval is first received from the appropriate department head.
3. Approved courses in which the student receives a grade of **C** or better are transferable. QUALITY POINTS AND GRADES ARE NOT TRANSFERABLE. CREDIT WITH GRADE BELOW **C** WILL NOT BE ACCEPTED. Where quarter hours are taken, they will be converted at the rate of five quarter hours to equal three semester hours.
4. Normally, no more than fifteen hours, EXCLUDING COURSE WORK THROUGH THE CONSORTIUM, may be transferred.

CREDIT BY EXAMINATION

Advanced Placement Credits: Students satisfactorily completing Advanced Placement Examinations in disciplines offered by the University will be awarded academic credit. AP examination scores of 3 or above will be accepted for college credit. Students may receive additional credit hours if scores received are 4 or above, after consultation with the appropriate Department Head and Vice President of Academic Affairs.

Students are responsible for having their AP score(s) submitted directly to the University by The College Board.

The current approved course equivalencies follow:

ADVANCE PLACEMENT EXAMINATION EQUIVALENCY CHART
Johnson C. Smith University
Effective July 1, 2000

AP Examination	JCSU Course(s) Equivalents	Number of Credit Hours Rec'd
Art History	Humanities Electives	6
Studio Art	Humanities Elective	3
Biology	BIO 142; BIO 143; BIO 144 (**any two**) (**LS 135 Exempt**)	8
Calculus AB	MTH 241	4
Calculus BC	MTH 241-242	8
Chemistry	CHE 131, 111 and 132, 112 (**LS 135 Exempt**)	8
Computer Science A	CSC 131	3
Computer Science AB	CSC 131 and 132	6
Macro Economics	ECO 231	3
Micro Economics	ECO 232	3
Language and Composition	RHC 191 and 192	6
Literature and Composition	English Electives	6
Environmental Science	Science Elective	4
French Language	Language Electives	6
French Literature	Language Electives	6
German Language	Language Electives	6
U.S. Government	POL 131	3
Comparative Politics	POL 333	3
European History	History Electives	6
U.S. History	HIS 135 and 136	6
International English	English Electives	6
Latin	Language Electives	6
Music Theory	MUS 143 and 144	8
Physics B	Science Electives (Non-Science majors)	6
Physics C (Mechanics)	PHY 243 (**LS 135 Exempt**)	4
Physics C (Electricity and Magnetism)	PHY 244 (**LS 135 Exempt**)	4
Psychology	PSY 131	3
Spanish Language	SPA 131 and 132	6
Spanish Literature	Language Electives	6
Statistics	PSY 233; BUS 233; MTH 132	3

NOTE: Internships, institute participation (original CEU certificate must be submitted as verification of participation), and study abroad for credit MUST be cleared and approved before a student takes part in such a venture.

THE STUDENT IS RESPONSIBLE FOR FOLLOWING THE PROCEDURES LISTED ABOVE.

Placement Tests: Placement tests are administered by the University during Golden Bull Academy and during New Student Week in English, mathematics, computer science, French and Spanish, and natural sciences. Students achieving required competency levels on one or more examinations will be placed in upper level courses in that discipline or exempted from enrolling in selected University required courses.

Grade Reports: At the end of each semester, grade reports are sent to students. Mid-semester grades are sent to advisors for purpose of advisement. Only semester grades are permanently recorded.

Permanent Records Folder: The permanent records folder includes the original copies of all registration forms, drop/add forms, incomplete removals, and copies of all grades students received at the end of the terms.

TRANSCRIPTS

An official transcript of a student's academic record will be sent to a designated person or institution upon written request by the student. However, all obligations to the University must be cleared before a transcript is released.

The first transcript is free of charge; all subsequent copies are $4 per copy, (money order or certified check only).

All transcript requests are made through the Registrar's Office and should be received at least one week before they are needed. REQUESTS BY TELEPHONE WILL NOT BE HONORED.

CLASSIFICATION OF STUDENTS

Students in the University are classified at the beginning of each SEMESTER according to records in the Registrar's Office. The basis for this classification is as follows:

Seniors: Students who have, unconditionally, at least 90 credit hours of work.

Juniors: Students who have, unconditionally, at least 60 credit hours of work.

Sophomores: Students who have at least 30 credit hours of work.

Freshmen: All other students, not registered as special, who have fewer than 30 credit hours of work.

ACADEMIC PROGRAMS

At Johnson C. Smith University, the educational program is continuously under review. As a result of that review, experimental courses/programs are being offered. These explorations will be continued and enhanced during the 2002-2003 academic year.

The University offers two general education programs, the Liberal Studies Program and the Honor College Program (with Advanced Freshman Studies). Through its three colleges, the College of Arts and Sciences, the Honors College, and the College of Professional Studies, and its thirteen academic units, the University offers 36 majors and confers three degrees, the Bachelor of Arts, Bachelor of Sciences, and the Bachelor of Social Work. The University also offers a number of minors and specialized programs, including pre-law, pre-med, pre-pharmacy, dual degree engineering, nursing, banking and finance, military science, information systems engineering, and African and African-American studies.

Mobile Computing Program: Enrollment in the Mobile Computing Program for each degree program and/or class is mandatory. A per-semester program fee must be paid. Failure to particiapte in or pay for the Mobile Computing Program may, in JCSU's sole discretion, have an adverse effect on a student's academic standing. If a student elects not to participate in the Mobile Computing Program, he or she shall be charged the per-semester program fee.

End of Semester Requirements: Each student shall return the System to the Mobile Computing Center on or before the end of each semester **(Fall 2002: December 2-6, 2002 and Spring 2003: April 28-May 2, 2003)**, in the same condition as at the beginning of The Laptop and Computing Responsibility Agreement, less reasonable wear and tear, and in accordance with the current JCSU policy. It is the student's responsiblility to save all personal files onto disks before turning in the System. JCSU accepts no responsibility for lost data or for personal data left on the System when checked in. At the beginning of each semester, JCSU will issue each student in good standing another System. A student may or may not receive the same System upon being reissued. If the student fails to return the System by the end of the Semester and Tern, he or she is subject to civil liability and/or discipline in accordance with JCSU policy. He or she shall also be assessed the full replacement cost of the System.

The University reserves the right to alter, revise, or eliminate any academic program it deems necessary.

LIBERAL STUDIES PROGRAM

The main purpose of the Liberal Studies Program is to enable each student to acquire a broad and substantial foundation in the modes of learning. The program is designed to complement the program of specialized education by preparing students for responsible and imaginative living.

Entering freshmen are required to take a series of examinations for placement and counseling purposes. The achievement tests in mathematics, computer literacy, written composition, foreign language, and natural sciences are for placement; interest and psychological tests are for use in counseling.

Students who, through testing, demonstrate proficiency in a subject matter area may be given advanced standing in that specific area. This procedure, however, will not reduce the total number of hours required for graduation.

A student may begin a major in the freshman year. Normally freshmen will not be permitted to take more than the normal load, twelve to eighteen credit hours. Each entering student is scheduled in appropriate classes by assigned Mentors who serve as academic advisers until that student is accepted into a Major course of study.

*Liberal Studies Requirements for Graduation

Sequence Year	SCOPE	Complementary Studies
1	Core 1. Identity: African-American And Other Cultural Traditions; 3 hrs. Core 2. Science, Technology, Ethics; 3 hrs.*	ORT 110; 1 hr. RHC** 191, 192; 6 hrs. Foreign Language**; 6 hrs. Speech 130; 3 hrs. Mathematics**; 6 hrs. CSC 131; 3 hrs. HED 121; 2 hrs. Phys. Activity; 2 hrs.
2	Core 3. Studies in Society; 3 hrs. Core 4. Studies in World Culture; 3 hrs.***	ENG 230; 3 hrs. Phys. Activity; 2 hrs. Selection from this group; 3 hrs. MUS 131 PHI 131 REL 131 ART 231 PHI 233
	Total core hours - 12	Total complementary hours - 35 Total LS Hours - 47

* Any Biology or Chemistry course (approved by the Department of Natural Sciences) will satisfy the LS 135 (Science, Technology, Ethics) requirement.

** Level determined by placement test

*** History, Social Science and Social Studies Education majors are required to take HIS 131 and 132 to satisfy LS 237 core requirement.

Core 1 - LS 130
IDENTITY: AFRICAN-AMERICAN AND OTHER CULTURAL TRADITIONS
Three Credit Hours

The aim of this reading-writing intensive interdisciplinary Freshman Core course is to enable students to examine the process of human identity formation through the study of humanities and social sciences. Students will conduct inquiry into the major development and patterns of change in a variety of cultures, including African American culture, with emphasis on human values, beliefs, and emotions, and how these are expressed through human creations.

Core 2 - LS 135
SCIENCE, TECHNOLOGY, ETHICS **Three Credit Hours**

An introduction to the basic principles of biological and physical science and its impact on human life. Current issues in science and technology pertaining to the environment and human health will be discussed.

Core 3 - LS 235
STUDIES IN SOCIETY **Three Credit Hours**

This interdisciplinary course introduces the modern practices and applications of social, economic, and political theory. These practices and applications build competence in understanding and using institutions that affect social and economic events. Emphasis will be placed on processes and events that affect different cultural groups and societies.

Core 4 - LS 237
STUDIES IN WORLD CULTURES **Three Credit Hours**

This multidisciplinary sophomore level course will, through the methodology of history, introduce students to the religion, art, social organization, economics, politics, science and technology, literature and philosophy of various cultures. Contributions of Western and non-Western cultures will be examined. There will, however, be a strong emphasis on non-Western cultures.

Freshman Orientation Course

The Orientation Program is designed to introduce entering freshmen and transfer students to campus life and provide them with the skills necessary for a successful college career. It is required for all students for graduation, and is taught by the student's Mentor.

ORIENTATION 110 **One Credit Hour**

A course designed to introduce entering freshmen to the practices of successful study and living in the university community. Students participate in a small supportive learning group, under the leadership of a faculty mentor, to design the direction of their living/learning practices. In addition to this, the course invites students to assess their personal, academic, social, and career development in the context of an on-going inquiry into the permanent domains of human concern. This course will meet weekly for a one hour session and is a requirement for graduation.

ORIENTATION 120 **One Credit Hour**

A course designed to introduce transfer students to campus life and provide them with the skills necessary for a successful college career. In addition to this, the course will allow students the opportunity to explore their strengths, weaknesses and possibilities for growth and self-fulfillment in a supportive group setting, as well as establish an identity and their place within the institutional environment. The course content includes the following themes:

Environmental Awareness-the history and philosophy of the institution, familiarity with helping resources and academic procedures and developing appropriate study skills; **Personal Awareness-**achieving autonomy, identity, adequate coping skills and clarification of personal values, **Group Integration-**distinguishing group values from individual values and socialization. **Career Development and Preparation in Higher Education-**the importance of decision making, personal responsibility for education, the purpose of a liberal education, career exploration and academic major clarification. This course will meet weekly for a one hour session. (Not required for transfer students with 64 earned credit hours)

AES 111 - ACADEMIC ENHANCEMENT SEMINAR **0 Credit Hours**

This course is designed to help students develop strategies for succeeding in college. Students in the course will develop a Student Success and Time-Management Plan. They will be required to complete a Self-Assessment paper, a Personal Development Plan, and attend a minimum of four (4) Academic Skills Workshops. Weekly progress reports will be completed. The class will meet for one hour weekly.

SERVICE LEARNING ALTERNATIVE TRACK

Selected courses incorporate service into the course curriculum. These courses will be designated on the schedule by (s). Service hours earned in these courses may count toward community service hour requirements.

COMMUNITY SERVICE REQUIREMENT

Community service is a requirement for graduation. Students in the Liberal Studies curriculum must satisfy a minimum of 10 hours per year and students in the Honors College must satisfy a minimum of 30 hours per year. (Transfer students' hours will be calculated based on the number of semesters in attendance at the University). All Community Service activities, whether completed during the regular school term or during vacation periods, must have the prior approval of the Service Learning Coordinator.

Graduating seniors' hours should be submitted to the Service Learning Center by the deadline date for submission found on the University Calendar. **No pending time sheets will be verified after that stated date.**

REQUIRED COMPETENCY TESTING

For students entering the University after the Fall of 1988, performances on competency tests will help determine their academic progression. Second-semester sophomores will be required to take tests in basic communication and cognitive competencies. Seniors will be required to take tests in their major fields in order to graduate from the University.

LEARNING ACROSS THE CURRICULUM PROGRAM/SENIOR INVESTIGATIVE PAPER

All students participate in the Learning Across the Curriculum (LAC) Program to sharpen communication and thinking skills. Every student is required to complete 18 credit hours of writing, thinking, reading, quan-

titative reasoning and speaking intensive classes for graduation; ideally, three hours each semester starting in the sophomore year. Credit for LAC classes may be earned in Liberal Studies, major, or elective courses.

The Learning Across the Curriculum Program culminates in a Senior Investigative Paper required of every student for graduation. Faculty members advise their respective majors in preparing the Senior Investigative Paper, and the details of scheduling and exact requirements vary from department to department. In many departments, students begin preliminary research, literature searches, topic formulation, or research design in the junior year. Students will receive detailed information on the paper requirement in their major from department advisors and other faculty members.

COMPUTER LITERACY

The University requirement that each student be computer literate may be met by achieving a grade of C or better in Computer Science 131 or an equivalent course. Students with prior computer knowledge may meet this requirement by making a satisfactory score on a computer literacy assessment test.

ENGLISH

The University requirement of demonstrated English proficiency must be met by achieving a grade of C or better in Rhetoric 191 & 192, the required composition course or its equivalent. Students may meet this requirement by achieving a satisfactory score on the English placement test administered to entering freshmen.

FOREIGN LANGUAGE

All students are required to take a minimum of two semesters or the equivalent of a foreign language, (six hours in one language distributed as 131 and 132).

Students who have studied two or more years of a foreign language in high school are required to take a placement examination in the language studied. According to their scores, students will be placed in 131, 132, 231, or 232. Those students who place in 231, as a result of the placement examination, have satisfied the equivalent of 132. They may elect to continue in the study of a foreign language as electives or upon recommendation of their major departments.

Students who have not previously studied **a foreign language** may enroll in one of the following courses: **French 131, Spanish 131, Chinese 131, Russian 131, Japanese 131, Arabic 131 or German 131. (Please note: Chinese, Russian, Japanese, Arabic and German are given only upon sufficient demand.)** Students who wish to satisfy the language requirement with a **language other than the ones listed immediately above** may take 131 and 132 at a college within the Consortium.

EXEMPTION FROM PHYSICAL EDUCATION ACTIVITIES

Each student is required to participate in the University physical education program. Students with physical disabilities of any nature may take physical education 119A and 119B to satisfy the P.E. activity requirement. Before enrolling in these courses a student will need to have a statement from their personal physician. This information must be documented in the physical education department. FORMER MILITARY PERSONNEL ARE EXEMPTED FROM PHYSICAL EDUCATION ACTIVITY COURSE REQUIREMENTS.

MAJOR PROGRAM

A major consists of a set of prescribed courses in a field of study, administered primarily by one department, which when combined with general education and electives, leads to a bachelor degree. The courses in the major may come from more than one department, but may not be less than 30 nor more than 62 hours, including all required support courses (excluding general education program courses). A support course is one deemed complementary to or prerequisite for one or more courses in the major course set.

Departments, after program assessment, may petition the Faculty through the Educational Policies Committee, the Faculty Senate, and the College, to require more than 62 credit hours for a major. All degree programs include a minimum of 6 credit hours of electives freely chosen by the student.

Students may major in the following subjects: applied mathematics, biology, business administration (concentrations in accounting, banking and finance, management, marketing), chemistry, communication arts, computer engineering, computer science/information systems, criminal justice, computer science/engineering, economics, education-elementary, English, English education, French, French education, general science, health education, liberal arts, physical education, history, mathematics, mathematics education, music-business, social studies education, political science, psychology, sacred music, Spanish, Spanish education, social science, social work, and sociology.

Application for Major

It is recommended that students apply for a major not later than the end of the fall semester of the sophomore year. As a result, department chairs will have adequate time and opportunities to observe and to advise students while there is enough time to make necessary program adjustments. This plan enables students to find major areas that are most profitable for them. Forms to apply for the major may be obtained from the Office of the Registrar. When the major is approved, the department chair retains a copy of the application and the student returns the second copy to the registrar.

Changing of a Major

A student may change a major by obtaining the proper forms from the Registrar's Office. When the change is approved by the department chair, the department chair retains one copy and the student returns the second copy to the registrar.

MINOR PROGRAM

Students at Johnson C. Smith University may elect to minor in an area, but are not required to do so. A minor is a field of study outside the major requiring between a minimum of fifteen semester credits and a maximum of twenty-one semester credits.

Application for Minor

It is recommended that students who wish to declare a minor, do so not later than the end of the fall semester of the junior year. Such a time schedule permits the department chair to assist the student in selecting the most appropriate courses from the minor area to supplement the major concentration and the student's goals. Forms to apply for the minor may be obtained from the Office of the Registrar. The completed form should be taken to the department chair of the department which houses the minor concentration. After the application form is reviewed and if approved, a copy of the application is retained by the department chair and one copy is returned to the Office of the Registrar by the declaring student.

Changing of a Minor

A student may change a minor by obtaining the proper form from the Office of the Registrar. When the change is approved by the department chair of the new minor, one copy remains in the department and the second copy is returned to the Office of the Registrar by the student.

CONCENTRATION

A concentration is a defined set of courses within a major that prepares students for a specific goal.

DEGREES AND GRADUATION REQUIREMENTS

Degrees

The University administers work leading to the degree of Bachelor of Arts, Bachelor of Science, or Bachelor of Social Work.

Degrees with Honors

To graduate cum laude, a student must have spent at least two years in residence at the University and at least earned an average of 3.00 to 3.49.

To graduate magna cum laude, a student must have spent at least three years in residence at the University, earned an average of 3.50 to 3.69, and no grade below C.

To graduate summa cum laude, a student must have spent at least three years in residence at the University, earned an average of 3.70 to 4.00 and no grade below C.

Graduation

Application for Degree

Seniors are required to file an application for degree, indicating expected date of graduation (See University Calendar).

General Requirements: Candidates for the bachelor's degree must complete at least 122 hours, must earn a minimum overall grade point average of 2.00, must earn a minimum grade of C in any course that counts toward the major, must satisfy all requirements of the curricula in the Liberal Studies Program or the Honors College Program, must complete all requirements for Community Service and the Senior Investigative Paper, and must attend eight (8) Lyceum events (effective Fall 2001).

Catalog Requirement: Graduation will be governed by the catalog under which students first enroll in the institution and if they graduate within a period of five years. Otherwise, current requirements must be met after that period of time. This regulation will be subject to such additional conditions that may be established by decisions of the Educational Policies Committee and approved by the Faculty and University administration.

Residence Requirements: The minimum residence requirement for the bachelor's degree is that the last 32 of the 122 semester hours required must be earned at Johnson C. Smith University.

Exceptions to this requirement may be made when approved by the Vice President for Academic Affairs, major advisor, department offering course or courses in question, and the President.

STUDENT RESPONSIBILITY: FAMILIARITY WITH THE UNIVERSITY CATALOG, MAINTAINING A SATISFACTORY GRADE POINT AVERAGE, PROPER COMPLETION OF THE ACADEMIC PROGRAM, AND SATISFYING ALL OTHER REQUIREMENTS FOR GRADUATION ARE RESPONSIBILITIES OF EACH STUDENT. ADVISORS WILL COUNSEL, BUT THE FINAL RESPONSIBILITY REMAINS THAT OF THE STUDENT. Students are obligated to comply with the reasonable rules and regulations of the University and all requirements for graduation. Students will graduate only when all requirements have been completed as specified by the applicable catalog. The University reserves the right not to graduate any student who has not complied with all graduation requirements.

SPECIAL PROGRAMS

PREMIER PROGRAMS

Premier Programs at Johnson C. Smith University are programs/curricula selected for their excellence or uniqueness among institutions of higher learning. Selected Programs are periodically reviewed and opportunities provided for "new" Programs to be designated.

ACADEMIC SUPPORT SERVICES

Student Support Services is a federally-funded academic support program that serves a select number of students at the University, primarily freshmen. The purpose of the program is to provide necessary academic support services that will enhance students' academic performance and help them achieve their educational objectives (i.e., graduation from the University). Numerous academic services such as academic advising, tutoring in mathematics and foreign languages, and individualized English lab sessions are provided. Various other career development and cultural enrichment activities are offered to promote participants' total development.

The Student Support Services program emphasizes from the beginning of the freshman year the importance of participating fully in the educational process. A variety of activities are provided to allow students to assess their interests and to explore various fields of study and career options.

Charlotte Area Educational Consortium

Full-time students may enroll in courses, not available at Johnson C. Smith University, which are offered at other participating institutions in the Charlotte Area Educational Consortium (CAEC) without additional tuition and fees.

The Charlotte Area Educational Consortium offers inter-institutional registration during the fall and spring semesters at the member institutions listed below.

CAEC MEMBER INSTITUTIONS

Anson Community College
Barber-Scotia College
Belmont Abbey College
Catawba College
Catawba Valley Community College
Central Piedmont Community College
Cleveland Community College
Davidson College
Gardner-Webb University
Gaston College
Gordon-Conwell Theological Seminary-Charlotte
Johnson C. Smith University
Lenoir-Rhyne College
Livingstone College
Mitchell Community College
Pfeiffer University
Queens College
Rowan-Cabarrus Comm. College
Stanly Community College
Univ. of No. Carolina at Charlotte
Univ. of So. Carolina at Lancaster
Wingate University
Winthrop University
York Technical College

The registration process is initiated in the Office of the Registrar and requires the approval of the student's academic advisor, the Vice President for Academic Affairs, and the Registrar.

CENTER FOR TEACHING AND LEARNING

PURPOSE

The Teaching and Learning Center was established in 1988 to provide academic support services to JCSU students. The Teaching and Learning Center also provides hands-on services to address both academic and social adjustment needs of students, especially during the first two years of their college experience.

MENTORING/ORIENTATION PROGRAM

The Mentoring/Orientation program at JCSU provides all new students with mentors to ease their transition from high school to college.

ACADEMIC SUPPORT SERVICES

THE WRITING CENTER

Writing Center provides diagnostic and developmental assistance in writing research papers, topic development and senior investigative papers. Students meet weekly to develop their writing skills and to prepare for the Freshman Rhetoric Assessment Test.

THE TUTORIAL CENTER

Tutorial center provides cross-curriculum tutoring on an appointment or drop-in basis. Students with questions about courses in Liberal Studies or their major can find tutorial help.

THE MATH RESOURCE CENTER

Math Resource Center provides intensive assistance from Math 131 to Calculus I. Students are required to complete lab hours in conjunction with college algebra courses.

MILITARY SCIENCE (ARMY ROTC)

Johnson C. Smith University offers Army Reserve Officers' Training Corps (ROTC) in cooperation with UNC-Charlotte within terms of the existing agreements between schools of the Charlotte Area Educational Consortium.

Students at Johnson C. Smith University may elect to participate in the Army Reserve Officers' Training Corps (ROTC) area as part of their academic curriculum. Students successfully completing the Military Science curriculum will receive 21 credit hours applicable toward general elective

requirements and will be commissioned second lieutenants in the Regular Army, Army Reserve or National Guard. Students will normally enroll in a military science course or activity each semester.

Army ROTC is a four-year unit consisting of the Basic Course (freshman and sophomore years) and the Advanced Course (junior and senior years). No military commitment is incurred for participation in the Basic Course. ROTC is open to both men and women.

Eligibility for admission into the Advanced Course is on the basis of demonstrated officer potential and a physical examination. Members of the Reserve Components, honorably discharged veterans and students with a ROTC background may be eligible for placement into the Advanced Course provided they are otherwise fully qualified. Transfer students with two or more years remaining toward degree completion may also qualify for direct entry into the Advanced Course by participation in paid summer training. Advanced Course students attend a paid six-week summer camp prior to commissioning.

All students enrolled in the Advanced Course receive tax-free subsistence allowance each academic month. Two, three and four year scholarships are awarded on a competitive basis. Scholarships pay tuition, fees, $300 for books per semester as well as the monthly subsistence allowance. All uniforms and textbooks for ROTC instruction are provided at no cost to the student. The ROTC student body is organized as a corps of cadets, sponsor several social and professional enrichment activities such as the: ROTC Honor Guard, Scabbard and Blade Society (A national military fraternity), the RAIDERS (a commando oriented organization) and the Cadet Association.

US Army Reserve Officers'Training Corps (ROTC) freshmen and sophomore classes are offered on the Johnson C. Smith University campus. Junior and senior level classes are offered at UNC-Charlotte. Enrollment for junior and senior ROTC classes is accomplished through completion of the *Charlotte Area Educational Consortium Interinstitutional Registration Form For Students Taking Courses On Another Campus,* available in the Office of the Registrar.

Participation in Army ROTC enhances the education of both men and women by providing unique leadership and management training, along with practical experience in these areas. It helps students develop many of the qualities basic to success in the Army, or in civilian careers. Students earn a college degree and an officer's commission at the same time. The program is designed to complement the student's major area of study; participation in Army ROTC is compatible with all major areas of study. The Basic Course and the Advanced Course comprise the Military Science curriculum.

Basic Course. The Basic Course is usually taken during the freshman and sophomore years. It is open to all students and incurs no military obligation. Topics include management principles, leadership develop-

ment, national defense organization, land navigation, small unit tactics, survival techniques, military courtesy, First Aid and physical training. Uniforms and textbooks are provided at no cost to students. Students unable to attend the Basic Course may still qualify for the Advanced Course by attending a paid five-week summer camp following their sophomore year. Placement credit is also available for veterans, members of the reserve components, and Junior ROTC participants.

Advanced Course. The Advanced Course provides instruction in military history, advanced tactics, techniques of effective leadership, and military ethics and professionalism. It is normally taken during the junior and senior years. Students successfully completing the Basic Course, who have demonstrated the potential to become officers and meet Army physical and academic standards, are eligible to enroll in the Advanced Course. Cadets receive a tax-free subsistence allowance of $350 per academic month for Juniors and $400 per academic months for seniors and are required to attend a paid five-week summer camp at Fort Lewis, Washington, between their junior and senior years. In addition to Military Science courses, students must complete HIST 2120 American Military History, or a comparable history course at The University of North Carolina at Charlotte.

NURSING SUMMER CAMP

Nursing students enrolled in the Advanced Course must also attend advanced camp between their junior and senior year. In addition, nursing students can also attend a 3 week Nursing Training Summer Program (NTSP). NTSP training may be awarded clinical credit pending department approval. The NTSP training may be at any major Army Medical Center nationwide.

SCHOLARSHIP PROGRAM

Two- and three-year scholarships are awarded on a competitive basis, providing full tuition and educational fees, a specified amount for books and supplies, and a tax-free subsistence allowance of $200 per academic month. Students do not have to be enrolled in Army ROTC to apply and incur no obligation by applying. Application time-frame is December to February each year. Special consideration is given to students in nursing, engineering and physical sciences. Four-year scholarships are available to students who apply while in high school or prior to enrollment.

Johnson C. Smith University, in conjunction with the Army ROTC Program, offers four full scholarships (tuition, room, board) for ROTC scholarship candidates. Candidates are selected based on ROTC performance and academic standing.

COMMISSION REQUIREMENTS

To obtain a commission in the Army, Army National Guard or Army Reserve, a student must successfully complete the Advanced Course, be

recommended by the Professor of Military Science, and complete work leading to at least a baccalaureate degree.

MILITARY SCIENCE (MSCI) AT UNCC

Courses for Undergraduates

MSCI 1101
Introduction to ROTC (1)
Pre-professional co-requisite: MSCI 1101L. Introduction to ROTC and the U.S. Army including the rationale of the national defense structure and the mission and the role of the Army. Participation in the physical fitness program is optional. *(Fall) & (Spring)*

MSCI 1101L
Introduction to ROTC. (0)
Leadership lab. Practical application of the material learned in the co-requisite course. *(Fall) & (Spring)*

MSCI 1102
Introduction to Leadership. (1)
Pre-professional co-requisite: MSCI 1102L. Learn and apply the principles of self-discipline and self-confidence in activities such as basic drill, physical fitness, rappelling, leadership reaction course, first aid, making presentations, and marksmanship. Participation in the physical fitness program is optional. *(Spring) & (Fall)*

MSCI 1102L
Introduction to Leadership (1)
Leadership Lab. Practical application of the material learned in the co-requisite course. *(Spring) & (Fall)*

MSCI 2101
Individual and Team Development (1)
Pre-professional co-requisite: MSCI 2101L. Learn the fundamental of ROTC's Leadership Development Program (LDP). Ethics based training introduces students to military oral presentations, effective writing, and event planning. Map-reading techniques are also introduced. Participation in the physical fitness program is optional. *(Fall) & (Spring)*

MSIC 2101L
Individual and Team Leadership Development (1)
Leadership Lab. Practical application of the material learned in the co-requisite course. *(Fall) & (Spring)*

MSCI 2102
Individual and Team Military Tactics (1)
Pre-professional co-requisite: MSCI 2102L Introduction to small-unit tactics. Students will conduct radio communications, do risk-assessments and study movement techniques while working with more experienced MSCI 3102 students. Participation in the physical fitness program is optional. *(Spring) & (Fall)*

MSCI 2102L
Individual and Team Military Tactics (1)
Leadership Lab. Practical application of the material learned in the co-requisite course. *(Spring) & (Fall)*

MSCI 3101
Leading Small Organizations I (3)

Pre-professional co-requisite: MSCI 3102L. Study in small group leadership, emphasizing public speaking. Each student is given at least five evaluated public speaking opportunities. Studies include staff functions, communications, advanced land navigation, marksmanship, and the advanced tactics. Participation in three one-hour sessions of physical fitness is mandatory. One weekend exercise is required, and three more are optional. *(Fall)*

MSCI 3101L
Leading Small Organizations I (1)

Leadership Lab. Practical application of the material learned in the co-requisite course. (Fall)

MSCI 3102
Leading Small Organizations II (3)

Pre-professional co-requisite: MSCI 2102L. Study in small group leadership, emphasizing written communication. Each student will be given at least five evaluated writing assignments. Studies focus on advanced tactics and leadership training. The course prepares students for Advanced Summer Camp where they compete against students from across the country in leadership ability. Ethical decision-making, and exercises in planning, organizing and executing tactical maneuvers are also areas of study. Participation in three one-hour sessions of physical fitness is mandatory each week. One weekend exercise is required, and three others are optional. *(Spring)*

MSCI 3102L
Leading Small Organizations II (1)

Leadership Lab. Practical application of the material learned in the co-requisite course. *(Spring)*

MSCI 4101
Ethics and Values of an Army Professional (3)

Pre-professional co-requisite: MSCI 4101L. All training incorporates an emphasis on ethics and values. Plan, conduct, and evaluate activities of the ROTC cadet organization. Study the Army training management, administrative, judicial, and logistical systems with an emphasis on ethical standards, ethical decision-making process, and the professional and moral obligations of military officers. Participation in three one-hour sessions of physical fitness is mandatory each week. Participation in one weekend exercise is required, and three more are optional. *(Fall)*

MSCI 4101L
Ethics and Values of an Army Professional (1)

Leadership Lab. Practical application of the material learned in the co-requisite course. *(Fall)*

MSCI 4102
Transition to Lieutenant (3)

Pre-professional co-requisite: Emphasis is on refining students into well-rounded leaders. Topics include: the role of an officer as a trainer, resolves ethical dilemmas, and refine counseling and motivating techniques. Military Law is a primary focus of the course. Participation in three one-hour sessions of physical fitness is mandatory each week. Participation in one weekend exercise is required, and three more are optional. *(Spring)*

MSCI 4102L
Transition to Lieutenant (1)

Leadership Lab. Practical application of the material learned in the co-requisite course. *(Spring)*

AIR FORCE ROTC

AFROTC Program

To prepare themselves to serve as commissioned officers in the Air Force, students may participate in the Air Force Reserve Officers' Training Corps (AFROTC) offered by the Department of Aerospace Studies from UNCC.

AEROSPACE STUDIES

Aerospace Studies prepares students for leadership positions with the United States Air Force through the **Preprofessional Program** and offers courses to all students through the **Academic Program.** The curriculum examines multidisciplinary issues as they relate to leadership participation in the military environment.

ACADEMIC PROGRAM

The academic program (without affiliation with the formal Air Force ROTC program) is designed for students interested in gaining a perspective on military leadership, management, ethics, and discipline. Students who pursue this concentration should take the courses offered at UNCC through the consortium agreement. Participation in Leadership Laboratory courses at UNCC is available by special permission from the department.

Preprofessional Program/Air Force ROTC Program. The preprofessional track of the Aerospace Studies program is implemented at the Air Force Reserve Officer Training Corps. It provides three programs for students to qualify for a commission as a second lieutenant in the Air Force. To be eligible for the Air Force ROTC preprofessional program, a student must be a citizen of the United States, be physically qualified for commission in the Air Force, not under 17 years of age and, upon graduation, no more than 30 years' of age, for those with prior military service, and commissioning must occur not later than age 35. If designated for flight training, the student must be able to complete all commissioning requirements prior to age 26 1/2.

Cadets must pursue academics-leading to at least a bachelor's degree and be willing to sign a formal agreement, at the beginning of the advanced course or upon initiation of a college scholarship. The agreement, an enlistment into the Air Force Reserve, obligates the student to remain in the ROTC program, accept a commission and serve the required period in the Air Force upon graduation. Cadets must also demonstrate proficiency or successfully complete courses in mathematical reasoning and English composition before commissioning.

Four-Year Program. This program begins with the General Military Course (GMC) and offers coursework within the lower division. GMC students not on Air Force ROTC scholarship incur no military obligation.

Each candidate for commissioning must pass each GMC course with a grade *of C* or better and pass the requisite lab. Students must score appropriately on an Air Force aptitude test, pass a medical examination and be selected by a board of Air Force officers. If selected, the students then enrolls in the Professional Officer Course (POC), the last two years of the Air Force ROTC curriculum. Students attend a four-week field training course at an Air Force base normally between the sophomore and junior years. All students in the POC receive a tax-free stipend of $150 a month. Upon successful completion of the POC and the requirements for a degree, the student is commissioned in the Air Force as a second lieutenant.

Two-Year Program. The basic requirement for entry into the two-year program is that the student has two academic years of college work remaining, either at the undergraduate level, or a combination of both. Applicants seeking enrollment in the two-year program must pass Air Force aptitude and medical examinations and be selected by a board, of Air Force officers. After successfully completing a five-week field training course at an Air Force base, the applicant may enroll in the Professional Officer Course (POC). Upon completion of the POC and the college requirements for a degree, the student is commissioned as a second lieutenant. All students in the two-year program receive a tax-free stipend of $150 a month.

One-Year Program. This program is designed for students in selected majors who are completing their junior year. The designated majors are announced annually. Cadets in the one-year program complete the Professional Officer Course (POC) in approximately 15 months, which includes a 5-week field training encampment. Students attend the encampment prior to entering the program. Students can receive Air Force ROTC scholarship benefits of tuition, payments of fees and books, and a tax-free stipend of $150 per month.

SCHOLARSHIP PROGRAMS

Air Force ROTC awards scholarships at the freshman, sophomore and junior levels. They are only provided for the professional track leading to a commission in the Air Force. They are available to qualified cadets in the one-year, two-year and four-year programs. Scholarships are given on a semester basis. Full-time enrollment in the University or a consortium institution and the Aerospace Studies program is a requirement for scholarship eligibility. Scholarships cover full tuition, fees and books. Scholarship cadets also receive a tax-free stipend of $150 a month.

Air Force ROTC students who accept a scholarship must agree to successfully complete at least one semester of college instruction or the equivalent in a major Indo-European or Asian language before commissioning. Scholarship recipients also are required to successfully complete an English composition course prior to entry into the junior year.

Four-year scholarships also are available to high school students. High school students interested in making application should contact the Unit Admissions Officer within the department. Initial four-year scholarship packages must be postmarked by December 1 prior to enrollment.

ADJUNCT PROGRAMS

Field Training. Two Field Training courses are offered, either of which is normally completed during the summer between the sophomore and junior years. One covers a four-week-period for students in the four-year program, the other lasts five weeks and is designed for two-year program applicants. Transportation, lodging, meals and approximately $130 per week are provided by the Air Force during Field Training.

Leadership Laboratory. Those students pursuing the preprofessional track will participate a minimum of one hour per week during every semester of enrollment. The objective is to provide a laboratory environment where each student receives an opportunity to learn and develop leadership and management abilities. Cadets plan, organize and carry out the entire cadet program with only minimal guidance from the staff advisers.

Professional Development Program. Students enrolled in the junior and senior years of Air Force ROTC may volunteer to attend a two or three-week orientation program at an Air Force base. This is an opportunity to observe and experience the working environment of an active Air Force facility and to obtain specific career information. Transportation, lodging, meals, and approximately $130 per week are provided by the Air Force during participation in this voluntary program.

AEROSPACE STUDIES (AERO) AT UNC-C

***Leadership Lab (LLAB)** **No credit hours**

LLAB is mandatory for AFROTC cadets and complements Aerospace Studies courses by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles from these courses. Also includes studying the environment of an Air Force officer and learning about career opportunities for commissioned officers. *(Fall, Spring)*

AERO 1101 The Foundation of the United States Air Force **One credit hour**

Survey course designed to introduce students to the United States Air Force. Featured topics include: mission and organization of the Air Force, officership, professionalism, ethics, career opportunities, and an introduction to communication skills. *(Fall)*

***AERO 1101L The Foundation of the United States Air Force, I** **No credit hours**

Leadership Lab (LLab). *(Fall)*

AERO 1102 The Foundation of the United States Air Force, II **One credit hour**

A continuation of AERO 1101 to include the organizational structure of the Air Force, concepts of professionalism and officership, opportunities and benefits, and a continuation of basic communicative skills. *(Spring)*

***AERO 1102L The Foundation of the United States Air Force, II** **No credit hours**
Leadership Lab. *(Spring)*

AERO 2101 The Evolution of USAF Air and Space Power I **One credit hour**
Covers general aspects of air and space power through a historical perspective from the first balloons and dirigibles to the Post Korean War era; the development of Air Force capabilities, missions, and doctrine; Principles of War and Tenets of Air and Space Power; Air Force Core Values. *(Fall)*

***AERO 2101L The Evolution of USAF Air and Space Power I** **No credit hours**
Leadership Lab (LLab). *(Fall)*

AERO 2102 The Evoluation of USAF Air and Space Power II **One credit hour**
A continuation of AERO 2101 covering the time period from the Post Korean War era to the space-age global positioning systems of the Persian Gulf War and the present and including the development of communication skills. *(Spring)*

***AERO 2102L The Evolution of USAF Air and Space Power II** **No credit hours**
Leadership Lab (LLab). *(Spring)*

AERO 3101 Air Force Leadership Studies I **Three credit hours**
Study of leadership, management fundamentals, the Air Force officer's responsibilities in the counseling and feedback process and communication skills required of an Air Force junior officer. *(Fall)*

***AERO 3101L Air Force Leadership Studies I** **No credit hours**
Leadership Lab (LLab). *(Fall)*

AERO 3102 Air Force Leadership Studies II **Three credit hours**
A continuation of AERO 3101 to include selected duties and responsibilities as a subordinate leader; Air Force personnel and evaluation systems; leadership eithics; theories of quality in Air Force leadership and management; and listening, speaking, and writing skills in Air Force-peculiar formats and situations. *(Spring)*

***AERO 3102L Air Force Leadership Studies II** **No credit hours**
Leadership Lab. *(Spring)*

AERO 3201 National Security Affairs/Preparation for Active Duty I
Three credit hours
Examines the national security process, regional studies, and Air Force doctrine. Focuses on the military as a profession, officership, civilian control of the military. *(Fall)*

***AERO 3201L National Security Affairs-Preparation for Active Duty I**
No credit hour
Leadership Lab (LLab). *(Fall)*

AERO 3202 National Security Affairs-Preparation for Active Duty II
Three credit hours
A continuation of AERO 3201: Review of air and space power functions and competencies; selected roles of the military in society; selected provisions of the military justice system; responsibility, authority, and functions of an Air Force commander; and factors which facilitate a smooth transition from civilian to military life. *(Spring)*

***AERO 3202L National Security Affairs-Preparation for Active Duty II**
***No credit hours**
Leadership Lab (LLab). *(Spring)*

DIVISION OF LIFELONG LEARNING

In 1992 the Board of Trustees of Johnson C. Smith University and SACS approved the creation of the Division of Lifelong Learning as a night and evening program for adults (25 years of age or older) who worked during the day. As such, it is not a program for students who work at night and wish to take classes during the day. Such students must register as day students or be charged as day students in line with the policy outlined below.

The Division of Lifelong Learning (DLL) offers both credit and non-credit courses to non-traditional, adult students. Its programs and classes represent teaching and public service functions within the competencies of faculty and staff, and according to community needs.

Whether a person is beginning college for the first time or returning after a period of home or family duties, DLL seeks to share the educational skills possessed by the University with the community and neighborhoods surrounding it. If individuals qualify for college work and are willing to commit themselves to the required studies, they are invited to participate. The heart of the University's message is that talent in our community must be recognized and nurtured. As stated in our institutional purpose, "—the University embraces its responsibility to provide leadership, service and Lifelong Learning to the larger community."

The Division carries out this message by:

1) Assessing the educational and training needs and interests of adults in the Charlotte area through surveys and other forms of community contact;

2) Offering credit courses evenings and weekends, either on a degree-seeking or non-degree seeking basis; and,

3) Conducting the credit courses either on campus or on an extended campus basis, either at corporate sites or at public facilities.

Because DLL students who take courses scheduled in the evening pay a different fee than students who register for a regular day schedule, the following policies apply to DLL students who wish to take day classes:

1. DLL students who choose to take courses listed on the regular day schedule will pay regular day tuition and fees.

2. DLL students who register for 7 credit hours from the day schedule will have to pay regular day tuition and fees.

3. DLL students who take a combination of 7 credit hours from the day schedule and 5 or more from the evening schedule will automatically be charged as regular students, not as DLL, and therefore are subject to pay full tuition for a regular student in full standing.

SUMMER SCHOOL

Admission

The Johnson C. Smith University Summer School is open to all persons who are eligible in at least one of the following categories:

1. Persons desiring to take college courses for self-improvement,

2. Students completing requirements for degrees at other colleges (Statement of approval from a designated official must be presented if credit is to be transferred.);

3. Students completing requirements for degrees at Johnson C. Smith;

4. High school graduates intending to pursue a degree at Johnson C. Smith or another institution (These persons must apply for admission to the regular University program through the Office of Admissions at Johnson C Smith or the institution to which the credit will be transferred.);

5. Inservice teachers who desire to upgrade, to renew, or to convert their certificates;

6. Veterans eligible under Public Law No. 91-219 of the Congress of the United States to take training in an approved institution (Johnson C. Smith is certified by the Veterans' Administration to provide training.)

Application for admission may be obtained by writing to the Director of Summer School.

Fees

Tuition for all students is for a normal load of six credit hours. An additional charge per credit hour will be made for any hours that exceed the normal load. Students who wish to take more than the normal load of six credit hours must consult the Director of Summer School.

The fee for room and board will cover room rent and three meals per day. A deposit may be required. Students desiring room and board facilities should file an application with the Director of Residence Life programs.

All fees are due and payable on the day of registration. Fees are not refundable after the first week. No exception to this regulation will be made for illness or any other reason for withdrawal. No refund will be made to students dismissed for academic or disciplinary reasons.

A late registration fee of $10.00* will be charged after the first day of each session. NOTE: Late registration fees for veterans will not be paid by

the Veterans' Administration. The veteran is personally responsible for late registration fees, payable in advance.

**Subject to change without notice to students when deemed necessary by the University.*

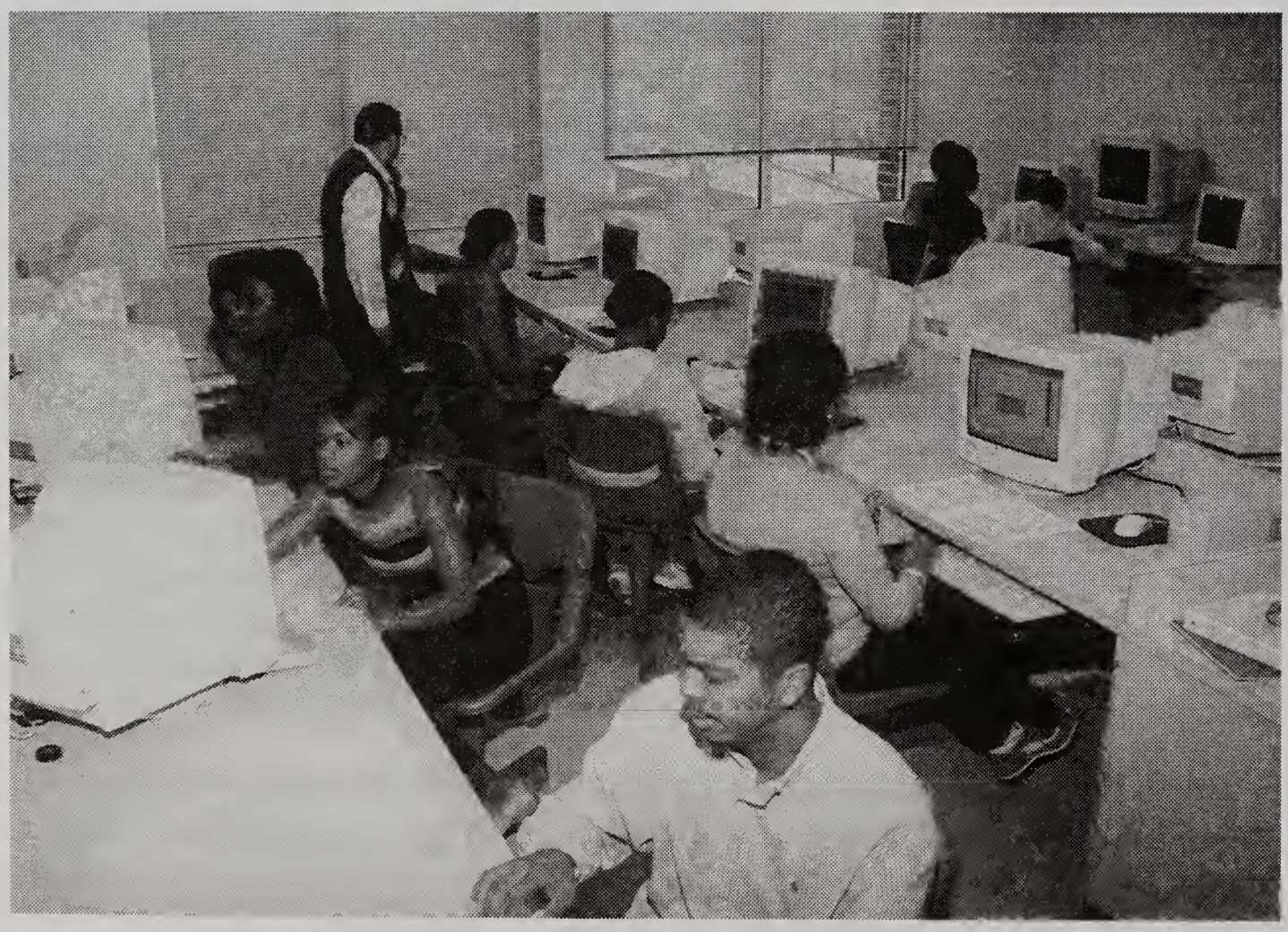
Financial Aid

Financial Aid is available for students during summer school on a case by case basis. Students must be meeting Satisfactory Academic Progress to receive aid. For information, write to the following address:

Office of Financial Aid
Johnson C. Smith University
Charlotte, North Carolina 28216-5398

Course Offerings and Faculty Selection

Summer School courses are offered in most departments, depending upon demand. The Summer School faculty is usually composed of members from the regular faculty. Because of their special expertise, faculty members from other institutions are sometimes invited to join the Summer School faculty.



COURSE DESCRIPTIONS

ACADEMIC COLLEGES

Subjects are arranged under the following Colleges:

COLLEGE OF ARTS AND SCIENCES, COLLEGE OF PROFESSIONAL STUDIES and HONORS COLLEGE

System of Course Numbers

The number of each course has three digits. The first digit indicates the classification level. The second digit indicates the number of credit hours. The third digit merely distinguishes the course from other courses in the classification and credit bracket of the department. Some courses have a middle digit of 8 or 9. The 8 generally indicates a two-credit course, and the 9 indicates a three-credit course.

Hyphenated courses are regarded as year courses and must be taken in sequence. Courses marked with an unexplained asterisk (*) are required for teacher certification. Courses marked with an unexplained dagger (†) may be used as general education requirements.

COLLEGE OF ARTS AND SCIENCES

The College of Arts and Sciences serves the University in five basic areas: basic communication skills, general liberal studies foundation for all students, professional preparation in selected major fields within the college, pre-professional education, and cultural enrichment. The College of Arts and Sciences plays a large part in fulfilling the University's mission of the "development of self-confidence, to the understanding of one's heritage as well as an awareness of the cultures of others." The College also strives to "produce graduates who are able to communicate effectively, think critically, learn independently and demonstrate competence in their chosen fields." Students may major in:

English
French
French Education
Biology
Chemistry
Psychology
Social Science
History
Sociology
Political Science
Science Education
English Education
Criminal Justice
Spanish
Spanish Education
General Science
Social Studies Education
Mathematics
Applied Mathematics
Mathematics Education
Music Business
Sacred Music

The College of Arts and Sciences consists of the following departments: English, Foreign Languages, Music and Fine Arts, Natural Sciences, Psychology, Social Sciences, and Mathematics and Physics.

Through the general and specialized courses in its program, the College of Arts and Sciences endeavors to acquaint students with the substance, methodology, and breath of the humanities, arts, natural sciences, and social sciences; to prepare students for careers in those fields; to prepare students at the pre-professional level for further study in graduate schools; and, above all, to stimulate and develop intellectual curiosity and imaginative creativity in each student.

The departments within the College of Arts and Sciences provide students with the skills needed to accomplish the tasks of their professions and enable them to lead fuller, more rewarding lives. Through study in the college, students gain appreciation of the arts, humanities and sciences. The college prepares students for their future roles in a global society by providing opportunities for them to realize their individual potential.

THE DEPARTMENT OF ENGLISH

The Department of English offers course work that leads to a Bachelor of Arts degree in English or English Education. Students may also choose to minor in English. The Department houses Philosophy and Religion. Within the Department, then, students may study a wide-range of arts and humanities, studies that have traditionally constituted the center piece of a liberal education.

ENGLISH

The program in English seeks to accomplish the following goals: first, to provide the training essential for students to develop their abilities in reading and writing; second, to provide experiences in the study of literature, which will enhance a student's personal, intellectual, aesthetic, and cultural development; and finally to provide major and minor programs in English which prepare students for graduate and professional school as well as for careers in education and various professions requiring a strong background in communication skills.

Consisting of a minimum of thirty-six credit hours above the sophomore literature requirement (English 230), the English major includes courses in English and American literature, language, criticism and writing. The following courses are required: English 234, English 333-334 or 335-336, English 339, English 491 or 493, and English 439 and 490. To these twenty-one hours of required course work, the English major must add an additional fifteen hours of electives in the major. To ensure that there is an acceptable distribution over the entire field of English language and literature, students must select at least one course from each of the following categories:

Group I: English Literature Before 1798
ENG 330 Chaucer 3 cr. hrs.
ENG 430 Milton 3 cr. hrs.
ENG 431 Eng. Lit of the Restoration and the 18th Century 3 cr. hrs.

Group II: English Lit. After 1798
ENG 435 Studies in Romantic Lit., 3 cr. hrs.
ENG 436 Studies in Victorian Lit. 3 cr. hrs.
ENG 440 The British Novel 3 cr. hrs.

Group III: American Literature
ENG 437 Contemporary Lit. 3 cr. hrs.
ENG 441 The American Novel 3 cr. hrs.
ENG 494-495 African-American Lit. 3 cr. hrs. each

Group IV: Drama and Film
DRAMA 232 Introduction to Theatre 3 cr. hrs.
DRAMA 332 Film Criticism 3 cr. hrs.
DRAMA 333 Drama Workshop
DRAMA/ENG 433 Modern Drama 3 cr. hrs.
ENG 392 Screenplay Writing

Group V: Studies in Advanced Reading and Writing*
ENG 390 Studies in Textuality: Advanced Reading 3 cr. hrs.
ENG 432 The Bible as Literature 3 cr. hrs.
ENG 391 Advanced Composition 3 cr. hrs.
ENG 337 Creative Writing 3 cr. hrs.
ENG 233 Business Writing 3 cr. hrs.

Note: Each special topics course is assigned to a category appropriate to its subject.
**Students may also receive Group V credit for any one of the following cross-listed courses: Media 233, TEL 330, and PUR 337.*

The English Education major prepares students for secondary licensure (grades 7-12). Consisting of a minimum of thirty-three credit hours above the sophomore literature requirement, the English Education major includes the following requirements in English: English 234, English 333-334 and 335-336, English 338, English 339, English 429, English 439, English 490, and English 491 or 493. In addition, students must complete the courses in education and psychology as prescribed by the Teacher Education Program. Where feasible, the English Education major should secure at least fifteen hours of credits in a second teaching field.

In accordance with University policy, each English and English Education major is required to write a Senior Investigative Paper. During the final phase of the student's program, he or she will take a sequence of two courses, Senior Seminar (ENG 490) and Principles of Literary Criticism (ENG 439), aimed at preparing and assisting the student in the production of the Senior Investigative Paper.

All English and English Education majors must earn a minimum grade of C in all courses that count toward the major. All majors are also required to take six credit hours of foreign language study beyond the University's general education requirement. All twelve hours must be in the same language.

All English and English Education majors are encouraged to participate in the English Club and in the publication of the Department-sponsored literary and arts magazine, The Treewell. Students who are eligible may be elected members of the Department's chapter of Sigma Tau Delta, the international honors society for English.

A minor in English consists of eighteen credit hours in English above the sophomore literature requirement. Minors in English will not be given credit towards their concentration for courses in English in which they earn grades below C.

LANGUAGE AND WRITING

RHETORIC 191-192 Freshman Rhetoric **Three credit hours each**

A study of composition, including the forms of discourse, rhetorical patterns, language use, critical reading and thinking skills, and the research paper.

NOTE: Students must receive a grade not less than C to satisfactorily complete the course.

ENGLISH 233 Business Writing **Three credit hours**

Techniques of writing and other organizational contexts, including letters, reports, studies and publicity materials. Same as PUR 233.

ENGLISH 337 Creative Writing **Three credit hours**

Study of theory and techniques of the short story, the essay, the novel, and poetry. Individual experimentation in the various genres. Enrollment with prior consent of instructor. May be repeated once for credit with permission of the instructor, but only three hours may be counted toward English major requirements.

ENGLISH 390 Studies in Textuality: Advanced Reading **Three credit hours**

A cross-disciplinary study of culturally important works via the methods of textual inquiry. A work's ability to convey meaning is explored as both a feature of its content (plot, argument, or ideas) and of its textuality (how it behaves in relation to historical systems of discourse). Recommended for all students who wish to increase their proficiency as readers.

ENGLISH 391 Advanced Composition **Three credit hours**

Use of literature as a basis for writing themes and developing oral and written communication skills. Emphasis on specialized kinds of writing. Review of the business letter and English fundamentals. Mastery of the techniques of research, using the *MLA Style Sheet* as a guide. Recommended for all students who wish to increase their proficiency in oral and written composition.

ENGLISH 392 Screenplay Writing **Three credit hours**

A practical course in the writing of a production standard screenplay. Attention to the principal techniques of formatting, structuring, and timing a screenplay. The course includes a comprehensive study of successful screenplays.

ENGLISH 491 The English Language **Three credit hours**

A study of the principles of language study, with special attention to the historical and linguistic forces which have affected the development of the English language. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 493 Modern English Grammar **Three credit hours**

Rapid review of traditional grammar and current usage problems, followed by a descriptive analysis of the structure of present-day English in the light of recent research in linguistics. Prerequisite: ENG 234 or consent of instructor.

LITERATURE

ENGLISH 230 Studies in World Literature **Three credit hours**

An introduction to literature, using poetry, fiction, and drama from around the world (Africa, Asia, Europe, South and North America). Prerequisite: RHC 192

ENGLISH 234 English Language, Literature, and Literary **Three credit hours**

An introduction to the English major which presents the historical development of English studies in America with attention to contemporary issues and possible future directions. The course includes an overview of the English language, approaches the study of literature, and issues of literacy. Required for all English majors.

ENGLISH 330 Chaucer **Three credit hours**

Detailed study of the "Caterbury Tales" and "Troilus and Criseyde." Attention to Middle English and medieval culture. Study of changing critical approaches to Chaucer. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 333-334 English Literature **Three credit hours each**

A survey of English literature from Beowulf to selected works of the present time. Offered in alternate years. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 335-336 American Literature **Three credit hours each**

A survey of American literature from selected works of the Colonial Period to selected works of the present time. Offered in alternate years. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 339 Shakespeare **Three credit hours**

A study of at least twelve of the plays (eight in detail). Prerequisite: ENG 234 or consent of instructor.

ENGLISH 430 Milton **Three credit hours**

Selected prose and all of the English poems. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 431 English Literature of the Restoration and the Eighteenth Century **Three credit hours**

A study of English literature from the Restoration to 1798. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 432 The Bible as Literature **Three credit hours**

A non-sectarian literature course which aims to lead the student — as lay reader — to an understanding and appreciation of the Sacred Writings of the Christian tradition as literature. It will be a research-oriented course with a strong hermeneutical emphasis as opposed to a text-analysis emphasis. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 433 Modern Drama **Three credit hours**

Extensive reading and study in the works of representative European and American dramatists. Attention to purpose, theme, and techniques. (Same as Drama 433.) Prerequisite: ENG 234 or consent of instructor.

ENGLISH 435 Studies in Romantic Literature **Three credit hours**

A detailed study of the Romantic Movement, including the major English poets--Blake, Wordsworth, Coleridge, Byron, Shelley, Keats--and a broad understanding of the significant prose of the period. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 436 Studies in Victorian Literature **Three credit hours**

A study of the major post-Romantic poets. Varying choice of subject matter from year to year. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 437 Contemporary Literature **Three credit hours**

Study of outstanding figures of American literature from 1945 to the present. Varying choice of authors and subjects from year to year. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 439 Principles of Literary Criticism **Three credit hours**

Review of the history of Western criticism, study of developments in literary theory, guided experiences with practical criticism. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 440 The British Novel **Three credit hours**

A historical and critical survey of British fiction from the eighteenth century to the present. Varying choice of subject matter from year to year. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 441 The American Novel **Three credit hours**

A historical and critical survey of American fiction from the nineteenth century to the present. Varying choice of subject matter from year to year. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 476, 477, 478 Internship **One to three credit hours**

Supervised work in a professional environment, offering practical experience in a relevant field. Forty hours of work time are required for each hour of credit. A maximum of 120 hours of work is required. Students must also write a paper on the experience. Enrollment by permission of instructor.

ENGLISH 490 Senior Seminar **Three credit hours**

The Senior Seminar is required of all English majors. All majors will be required to complete successfully (a grade of C or above) the senior investigative paper in order to satisfy one of the departmental graduation requirements. This is a research seminar in which students write their senior investigative papers. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 494-495 African-American Literature **Three credit hours each**

A survey of African-American literature from its beginnings to the present, with the first half of the survey covering works up to the Harlem Renaissance and the second from the Harlem Renaissance to the present. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 496-497-498 Special Topics in English **One to six credit hours**

Detailed investigation of a special topic in language or literature. Prerequisite: ENG 234 or consent of instructor.

ENGLISH 499 Independent Study **One to six credit hours**

A planned and structured project cooperatively defined by student and faculty. Student permitted to contract to complete work in the areas of language, writing, or literature. Enrollment: one, two, or three hours according to the scope of work to be completed. May be taken again for three additional hours of credit. Open to majors and to English education majors. Prerequisite: ENG 234 or consent of instructor.

THE TEACHING OF ENGLISH

ENGLISH 338 Literature and Media for Adolescents **Three credit hours**

A study of literature and media for adolescents. Open to students of intermediate and secondary education, as well as to inservice teachers.

ENGLISH 429 The Teaching of English **Three credit hours**

A study of philosophy, materials, and techniques used in teaching language, literature, and composition in grades 7-12.

CURRICULUM FOR ENGLISH MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
SPA 131 or FRE 131	3	SPA 132 or FRE 132	3
LS 135	3	SPE 130	3
ORT 110	1	PED (Physical Activity)	1
	16		16

Sophomore Year

LS 235	3	LS 237	3
ENG 230	3	HED 121	2
PED (010-119)	1	ART, MUS, PHI, or REL	3
FRE or SPA 231	3	FRE or SPA 232	3
Electives	6	ENG 234	3
	16		14

Junior Year

ENG 333 or 335	3	ENG 334 or 336	3
ENG 330 or 430	3	ENG 339	3
ENG 493 or 491	3	ENG 337 or 391	3
Electives	6	Electives	6
	15		15

Senior Year

ENG 431 or 435	3	ENG 436 or 437	3
ENG 433	3	ENG 490	3
ENG 439	3	ENG 494	3
Electives	6	Electives	6
	15		15

Total 122 Hrs.

CURRICULUM FOR ENGLISH EDUCATION MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
SPA 131 or FRE 131	3	SPA 132 or FRE 132	3
LS 135	3	SPE 130	3
ORT 110	1	EDU 220	2
PED (010-119)	1		17
	17		

Sophomore Year

LS 235	3	LS 237	3
ENG 230	3	HED 121	2
PED (010-119)	1	ART, MUS, PHI, or REL	3
FRE or SPA 231	3	FRE or SPA 232	3
PSY 131	3	ENG 234	3
ENG 335	3	ENG 336	3
	16		17

Junior Year

ENG 333	3	ENG 334	3
ENG 338	3	ENG 339	3
ENG 493 or 491	3	ENG 337 or 391	3
PSY 237	3	ENG 239	3
EDU 330	3	ENG 439	3
	15		15

Senior Year

EDU 311	1	EDU 492	12
PSY 296	3		12
ENG 490	3		
ENG 429	3		
EDU 395	3		
Elective	3		
	16		

Total 125 Hrs.

PHILOSOPHY AND RELIGION

PHILOSOPHY

Philosophy courses serve as electives in a wide variety of subjects for students in other disciplines who wish to broaden their intellectual perspectives. Philosophy courses that also serve as general education courses are indicated by a dagger (†) after the course number.

PHILOSOPHY 131† Introduction to Philosophy **Three credit hours**

A course introducing the student to the reading and doing of philosophy. Discussion of methods of philosophical inquiry and representative philosophical concepts. FALL and SPRING SEMESTERS.

PHILOSOPHY 233† Practical Logic **Three credit hours**

A survey of the basic problems of clear and straight thinking with emphasis on their application to the use of language. Prerequisite: Philosophy 131. FALL and SPRING SEMESTERS.

PHILOSOPHY 234 Ethics **Three credit hours**

A study of basic methods and selected systems of ethical thinking discussed in terms of their relevance to present-day moral issues facing both individuals and society. Prerequisite: Philosophy 131. FALL and SPRING SEMESTERS.

PHILOSOPHY 432 Seminar in Philosophy **Three credit hours**

Advanced research on selected philosophical topics. Prerequisite: permission of the instructor. SPRING SEMESTER.

RELIGION

Religion courses provide an opportunity for learning experiences in the following content areas: the Judeo-Christian tradition, including Biblical literature, church history, Afro-American perspectives; the African influence; and other major religious traditions in the contemporary world. Religion courses that also serve as general education courses are indicated by a dagger (†) after the course number.

RELIGION 130 The Judeo-Christian Heritage **Three credit hours**

The essential insights and ideas of the Old and New Testaments and their continuing values for man today. FALL and SPRING SEMESTERS.

RELIGION 131† Survey of the Great Living Religions **Three credit hours**

A study of the living religions of the world, including the religions of Africa, in the light of their historical development, beliefs, practices, and contemporary importance. FALL and SPRING SEMESTERS.

RELIGION 236 The History of Christianity in America **Three credit hours**

Major aspects of Christian thought and institutions in the United States, from colonial days to the present, with special reference to the development of the Afro-American churches. Alternate years. SPRING SEMESTER.

RELIGION 330 The Black Man: His Religious Institutions and Thought **Three credit hours**

A study of the Afro-American religious experience. Attention to its African antecedents, its development in dependence upon and independence of Euro-American Christianity, and the emerging critique of religion's relevance to culture. SPRING SEMESTER.

RELIGION 335 The Sociology of Religion **Three credit hours**

A functional analysis of the interrelationships involving society, culture, and religion. The role of the church and religion in the social order and social change. Alternate years. SPRING SEMESTER.

RELIGION 430 Seminar in Religion **Three credit hours**

Advanced research on selected topics in religion. SPRING SEMESTER.

DEPARTMENT OF FOREIGN LANGUAGES

The Department of Foreign Languages is committed to providing an environment in which Johnson C. Smith University students may realize their individual potential as stated in the official purpose of the Insitution. Responsible for delivering the six (6) credit hour foreign language requirement of the Liberal Studies Program, the department seeks to contribute to its students' intellectual, spiritual, social, and emotional growth by developing their communication skills of understanding, speaking, reading, and writing a foreign language as well as developing their knowledge and understanding of a foreign culture.

The Department of Foreign Languages offers major programs which lead to a Bachelor of Arts degree in French, Spanish, French Education, and Spanish Education. The Department also offers minors in French and in Spanish. In addition to the objectives previously stated, the Department strives to develop in students who major or minor in French or Spanish the ability to compare and to contrast cultures objectively and to acquire a knowledge of the civilization and literature of the target language. The Department also provides courses for beginning and intermediate levels in Arabic, Chinese, German, Japanese, and Russian.

The University-wide Foreign Language Requirement

All JCSU students are required to satisfy the 131-132 sequence of a foreign language either by passing or placing out of the courses. All students who have studied a foreign language prior to matriculating at Johnson C. Smith University are required to take a placement examination in that language. According to their scores, students will be placed in the 131, 132, 231 or 232 sequence of the language studied. Students who place in 231 or 232 will have satisfied the foreign language requirement of the Liberal Studies Program; however, no credit is granted. For any exempted hours, these students will have to substitute additional electives from university-wide course offerings. They may elect to continue the study of foreign languages as electives or upon the recommendation of their major departments.

General Foreign Language Program Requirements:

1. All majors must complete the required forty-seven (47) credit hours of the University's Liberal Studies Program.

2. All majors are required to write a Senior Investigative Paper before graduation.

3. All students in the Department must complete eighteen (18) credit hours of Writing Intensive courses before graduation.

4. All students in the Department must complete 40 hours of Community Service before graduation.

5. All courses counting toward the major must be completed with a grade of "C" or better.

6. All majors are strongly encouraged to study abroad in a country of their chosen target language for at least one semester before graduation.

THE FRENCH MAJOR

The major in French consists of thirty-three (33) credit hours beyond the intermediate level. It includes twenty-one (21) credit hours of the following core courses: FRE 331, 332, 333, 334, FRE 390; FRE 430. FRE 490 (Senior Paper required by the University), and twelve hours of upper-level (major) electives: FRE 431 or 432; FRE 433 or 434; FRE 435 or 436; FRE 437, 438 or 439. All French majors will be required to satisfy the following basic courses: FRE 131, 132—a general education requirement, and FRE 231, 232—a six (6) hour basic departmental requirement, either by passing the courses or by placement; in which case, **no credit is granted**. Additional elective courses will have to be taken to substitute for any exempted hours. To complete the 122 hours required for graduation, students may choose from the free electives and the special purposes courses listed below: FRE 235, 236, 238, 336, 339, 395/495, 496/497/498, and 499; electives from other departments: ENG 391, POL 334, MGT 438 plus 47 hours of the general education requirement (i.e. the Liberal Studies Program) and 6 hours of University free electives. All courses counting toward the major must be completed with a grade of "C" or better.

• Required Major Core Courses in French

Students major in French are required to take the following major core courses:

COURSE	DESCRIPTIVE TITLE	HOURS
French 331	Survey of French Literature I	3
French 332	Survey of French Literature II	3
French 333	Advanced French Conversation, Grammar & Composition	3
French 334	Applied French Phonetics	3
French 390	Junior Seminar	3
French 430	French Civilization	3
French 490	Senior Seminar	3
	Total Hours	21

• Required Major Elective Courses in French

To ensure a broad knowledge of French and the Francophone world, students majoring in French are required to select **one elective** from each of the following four areas:

GROUP	COURSE	DESCRIPTIVE TITLE	HOURS
I. BEGINNINGS	French 431 or French 432	French Literature of the Middle Ages French Literature of the Renaissance	3
II. CLASSICAL	French 433 or French 434	French Literature of the 17th Century French Literature of the 18th Century	3
III. MODERN	French 435 or French 436	French Literature of the 19th Century French Literature of the 20th Century	3
IV. FRANCOPHONE	French 437 or French 438 or French 439	Francophone Literature of Africa and the Caribbean Francophone Literature of the Maghreb Francophone Civilization	3
		Total Hours	12

- **Prerequisites**

French 131 and 132 or the equivalent satisfy the foreign language complementary core of the University's Liberal Studies Program.

French 231 and 232 or the equivalent satisfy departmental prerequisites for a major in French.

- **Departmental General Electives**

Career French

FRE 235 French for Business and Technology
FRE 236 Internship in French
FRE 337 Techniques in Translation
FRE 336 Cooperative Education Experience in French
FRE 395/495 Field Study in a French-speaking Country

French for Special Purposes

FRE 496/497/498 Special Topics in French
FRE 499 Independent Study

- **General Electives from Other Departments**

Students interested in Foreign Service or working with multinational corporations or the United Nations may choose from the following electives:

ENG 391 Advanced Composition
HIS 237 Introduction to Africa
HIS 332 Diplomatic History of the U.S. - 20th Century
POL 332 Third World
POL 334 International Relations
MGT 438 International Business

- **Competency Test Requirement**

Students majoring in French must take the Major Area Test in French.

- **Synopsis of the Curriculum for French Majors**

In order to obtain the Bachelor of Arts degree in French, students must have a minimum of 122 credit hours distributed as follows:

Major Core Requirement	21 Hours
Major Required Electives	12 Hours
Departmental Prerequisites	6 Hours
General Education (Liberal Studies) Requirement	47 Hours
General Electives	30 Hours
University Free Electives	6 Hours
Total	122 Hours

THE FRENCH EDUCATION MAJOR

A major in French Teacher Education consists of thirty-three (33) credit hours, above the intermediate level, in the specialty area: a core of twenty-seven (27) credit hours of required major courses: six (6) credit hours of required major electives beyond French 232; and thirty (30) credit hours of required courses in Professional Education. The required core courses include: FRE 331, 332, 333, 334, 390, 430, 490 (Senior Paper required by the University), FOR 392 and 493. Required major electives also include any two (2) French courses beyond FRE 232. Professional Education core: EDU 220, PSY 237, 239, EDU 330, 394 or 395, 311 or 312, 491 or 492. The forty-seven (47) credit hours of general education and the six credit (6) hours of University free electives are included. For other free electives, many special purpose courses are also available.

- **French Education Major Core**

Students majoring in French Education must take the following courses:

COURSE	DESCRIPTIVE TITLE	HOURS
FRE 331	Survey of French Literature I	3
FRE 332	Survey of French Literature II	3
FRE 333	Advanced French Conversation, Grammar and Composition	3
FRE 334	Applied French Phonetics	3
FRE 390	Junior Seminar	3
FRE 430	French Civilization	3
FOR 392	French in the Elementary and Middle School Systems	3
FOR 493	French in the High School System	3
FRE 490	Senior Seminar	3
	Total Hours	27

Required Major electives for French Education major:

- French Education Required Major Electives

The two major electives may be chosen from any of the French courses listed in the University catalog beyond French 232.

COURSE	DESCRIPTIVE TITLE	HOURS
French	Any two (2) French courses beyond French 232	6
	Total Hours	6

- **The Professional Education Core**

The French Education major must also take the following courses in the Professional Education Core:

COURSE	DESCRIPTIVE TITLE	HOURS
Education 220	Early Experiences in Teacher Education	2
Psychology 235 or Psychology 237	Psychology in Childhood / Psychology of Adolescence	3
Psychology 239	Educational Psychology	3
Education 296	Psychology of the Exceptional	3
Education 330	Foundations of Education	3
Education 394 or Education 395	The Elementary School Curriculum / The Secondary School Curriculum	3
Education 311 or Education 312	Junior Practicum in Elem. Education / Junior Practicum in Secondary Educ.	1
Education 491 or Education 492	Student Teaching in Elementary Educ. / Student Teaching in Secondary Educ.	12
	Total Hours	30

- **Prerequisites**

French 131 and 132 or the equivalent satisfy the foreign language complementary core of the University's Liberal Studies Program.

French 231 and 232 or the equivalent satisfy departmental prerequisites for a major in French.

- **Competency Test Requirement**

Majors in French Education must take the Praxis in French.

- **Synopsis of the Curriculum for French Education Majors**

In order to obtain the Bachelor of Arts degree in French Education, students must have a minimum of 122 credit hours distributed as follows:

Major Core Requirement	27 Hours
Major Required Electives	6 Hours
Departmental Prerequisites	6 Hours
Professional Education Core Requirement	30 Hours
General Education (Liberal Studies) requirement	47 Hours
University Free Electives	6 Hours
Total	122 Hours

THE FRENCH MINOR

To obtain a minor in French, a student must complete eighteen (18) credit hours beyond French 232 which must include FRE 331, 332, 333, and 430.

SUGGESTED FOUR-YEAR CURRICULUM FOR FRENCH MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 or higher	3	MTH 132 or higher	3
FRE 131 or 133	3	FRE 132 or 133	3
SPE 130	3	LS 135	3
ORT 110	1	PED 010-018	1
	16		16

Sophomore Year

LS 235	3	LS 237	3
ENG 230	3	HED 121	2
PED 010-108	1	ART, MUS, PHI OR REL	3
FRE 231	3	FRE 232	3
GENERAL ELECTIVES	6	GENERAL ELECTIVES	6
	16		17

Junior Year

FREE ELECTIVES	3	FREE ELECTIVES	3
FRE 331	3	FRE 332	3
FRE 333	3	FRE 334	3
GENERAL ELECTIVES	6	FRE 390	3
	15	GENERAL ELECTIVES	3
			15

Senior Year

FRE 430	3	MAJOR ELECTIVE	3
FRE 490	3	MAJOR ELECTIVE	3
MAJOR ELECTIVE	3	MAJOR ELECTIVE	3
GENERAL ELECTIVES	6	GENERAL ELECTIVES	3
	15		12

Total Hrs. 122

SUGGESTED CURRICULUM FOR FRENCH TEACHER EDUCATION MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 or higher	3	MTH 132 or higher	3
FRE 131 or 133	3	FRE 132 or 133	3
SPE 130	3	LS 135	3
ORT 110	1	PED 010-018	1
	16		16

Sophomore Year

LS 235	3	LS 237	3
ENG 230	3	HED 121	2
PED 010-018	1	ART, MUS, PHI OR REL	3
FRE 231	3	FRE 232	3
PSY 131	3	MAJOR ELECTIVE	3
GENERAL ELECTIVE	3	EUD 220	2
	16		16

Junior Year

FRE 331	3	FRE 332	3
FRE 333	3	FRE 334	3
FOR 392	3	FRE 390	3
PSY 235 or 237	3	EDU 296	3
EDU 330	3	PSY 239	3
	15		15

Senior Year

FRE 430	3	EDU 491 or 492	12
FOR 493	3		12
FRE 490	3		
MAJOR ELECTIVE	3		
EDU 311 or 312	1		
EDU 394 or 395	3		
	16		

Total Hrs. 122

THE SPANISH MAJOR

The major in Spanish consists of thirty-three (33) credit hours above the intermediate level. It includes twenty-one (21) credit hours of the following core courses: SPA 331, 332, 333, 334, SPA 390; SPA 430, SPA 490 (Senior Paper required by the University), and twelve hours of upper-level (major) electives: SPA 431 or 432; SPA 433 or 434; SPA 435 or 436; SPA 437 or 438. All Spanish majors will be required to satisfy the following basic courses: SPA 131, 132—a general education requirement, and SPA 231, 232—a six (6) hour basic departmental requirement, either by passing the courses or by placement; in which case, ***no credit is granted.*** Additional elective courses will have to be taken to substitute for any exempted hours. To complete the 122 hours required for graduation, students may choose from the free electives and the special purposes courses listed below: SPA 235, 236, 237, 238, 335, 336, 337, 395/495, 439, 491, 496/497/498, and 499; electives from other departments: ENG 391, POL 334, MGT 438 plus 47 hours of the general education requirement, and 6 hours of University free electives. All courses counting toward the major must be completed with a grade of "C" or better.

- **Required Major Core Courses in Spanish**

Students majoring in Spanish are required to take the following major core courses:

COURSE	DESCRIPTIVE TITLE	HOURS
Spanish 331	Advanced Composition and Conversation	3
Spanish 332	Applied Spanish Phonetics	3
Spanish 333	Introduction to Hispanic Literature	3
Spanish 334	Latin American Civilization	3
Spanish 390	Junior Seminar	3
Spanish 430	Spanish Civilization	3
Spanish 490	Senior Seminar	3
		21

- **Required Major Elective Courses in Spanish**

To ensure a broad knowledge of the Hispanic world, students majoring in Spanish are required to select one elective from each of the following four areas:

GROUP	COURSE	DESCRIPTIVE TITLE	HOURS
I. GENERAL	Spanish 431 or Spanish 432	Survey of Spanish Literature Survey of Latin American Literature	3
II. SPANISH LITERATURE	Spanish 433 or Spanish 434	Spanish Poetry Spanish Prose Fiction	3
III. LATIN AMERICAN LITERATURE	Spanish 435 or Spanish 436	Latin American Poetry Latin American Prose Fiction	3
IV. HISPANIC CULTURE	Spanish 437 or Spanish 438	Hispanic Film Afro-Hispanic Literature and Culture	3
		Total Hours	12

- **Prerequisites**

Spanish 131 and 132 or the equivalent satisfy the foreign language complementary core of the University's Liberal Studies Program.

Spanish 231 and 232 or the equivalent satisfy departmental prerequisites for a major in Spanish.

- **Departmental General Electives**

<u>Hispanic Studies</u>

SPA 335 Hispanic Drama
SPA 337 Applied Phonetics
SPA 491 Hispanic Literature of the Twentieth Century

<u>Career Spanish</u>

SPA 235 Internship in Spanish
SPA 236 Spanish for Business and Technology
SPA 237 Spanish for Social Services
SPA 238 Spanish for Law Enforcement
SPA 239 Spanish for Healthcare Professionals
SPA 336 Cooperative Education Experience in Spanish
SPA 337 Techniques in Translation
SPA 395/495 Field Study in a Spanish-speaking Country

Spanish for Special Purposes
SPA 496/497/498 Special Topics in Spanish
SPA 499 Independent Study

- **General Electives from Other Departments**

Students interested in Foreign Service or working with multinational corporations or the United Nations may choose from the following electives:

ENG 391 Advanced Composition
HIS 237 Introduciton to Africa
HIS 332 Diplomatic History of the U.S. - 20th Century
POL 332 Third World
POL 334 International Relations
MGT 438 International Business

- **Competency Test Requirement**

Students majoring in Spanish must take the Major Area Test in Spanish.

- **Synopsis of the Curriculum for Spanish Majors**

In order to obtain the Bachelor of Arts degree in Spanish, students must have a minimum of 122 credit hours distributed as follows:

Major Core Requirement	21 Hours
Major Required Electives	12 Hours
Departmental Prerequisites	6 Hours
General Education (Liberal Studies) Requirements	47 Hours
General Electives	30 Hours
University Free Electives	6 Hours
Total	122 Hours

THE SPANISH EDUCATION MAJOR

A major in Spanish Teacher Education consists of thirty-three (33) credit hours, above the intermediate level, in the specialty area: a core of twenty-seven (27) credit hours or required major courses; six (6) credit hours of required major electives beyond Spanish 232; and thirty (3) credit hours of required courses in Professional Education. The required core courses include: SPA 331, 332, 333, 334, 390, 430, 490 (Senior Paper required by the University), FOR 392 and 493. Required major electives also include any two (2) Spanish courses beyond SPA 232. Professional Education core: EDU 220, PSY 237, 239, EDU 330, 394 or 395, 311 or 312, 491 or 492. The forty-seven (47) credit hours of general education (i.e. the Liberal Studies Program) and the six credit (6) hours of University free electives are included. For other free electives, many special purpose courses are also available.

- **Spanish Education Major Core**

Students majoring in Spanish Education must take the following courses:

COURSE	DESCRIPTIVE TITLE	HOURS
SPA 331	Advanced Composition and Conversation	3
SPA 332	Applied Spanish Phonetics	3
SPA 333	Introduction to Hispanic Literature	3
SPA 334	Latin American Civilization	3
SPA 390	Junior Seminar	3
SPA 430	Spanish Civilization	3
FOR 392	Spanish in the Elementary and Middle School Systems	3
FOR 493	Spanish in the High School System	3
SPA 490	Senior Seminar	3
	Total Hours	27

- **Spanish Education Required Major Electives**

The two major electives may be chosen from any of the Spanish courses listed in the University catalog beyond Spanish 232.

COURSE	DESCRIPTIVE TITLE	HOURS
SPA	Any two (2) Spanish courses beyond Spanish 232	6
	Total Hours	6

- **The Professional Education Core**

The Spanish Education major must also take the following courses in the Professional Education Core:

COURSE	DESCRIPTIVE TITLE	HOURS
Education 220	Early Experiences in Teacher Education	2
Psychology 235	Psychology in Childhood	
or		3
Psychology 237	Psychology of Adolescence	
Psychology 239	Educational Psychology	3
Education 296	Psychology of the Exceptional	3
Education 330	Foundations of Education	3
Education 394	The Elementary School Curriculum	
or		3
Education 395	The Secondary School Curriculum	
Education 311	Junior Practicum in Elem. Education	
or		1
Education 312	Junior Practicum in Sec. Education	
Education 491	Student Teaching in Elem. Education	
or		12
Education 492	Student Teaching in Sec. Education	
	Total Hours	30

- **Prerequisites**

Spanish 131 and 132 or the equivalent satisfy the foreign language complementary core of the University's Liberal Studies Program.

Spanish 231 and 232 or the equivalent satisfy departmental prerequisites for a major in Spanish.

- **Competency Test Requirement**
  Majors in Spanish Education must take the Praxis in Spanish.

- **Synopsis of the Curriculum for Spanish Majors**
  In order to obtain the Bachelor of Arts degree in Spanish Education, students must have a minimum of 122 credit hours distributed as follows:

Major Core Requirement	27 Hours
Major Required Electives	6 Hours
Departmental Prerequisites	6 Hours
Professional Education Core Requirement	30 Hours
General Education (Liberal Studies) requirement	47 Hours
University Free Electives	6 Hours
Total	122 Hours

THE SPANISH MINOR

To obtain a minor in Spanish, a student must complete eighteen (18) credit hours beyond Spanish 232 which must include SPA 331, 332, 333, and 430.

SUGGESTED FOUR-YEAR CURRICULUM FOR SPANISH MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 or higher	3	MTH 132 or higher	3
SPA 131 or 133	3	SPA 132 or 133	3
SPE 130	3	LS 135	3
ORT 110	1	PED 010-018	1
	16		16

Sophomore Year

LS 235	3	LS 237	3
ENG 230	3	HED 121	2
PED 010-018	1	ART, MUS, PHI OR REL	3
SPA 231	3	SPA 232	3
GENERAL ELECTIVES	6	GENERAL ELECTIVES	6
	16		17

Junior Year

FREE ELECTIVES	3	FREE ELECTIVES	3
SPA 331	3	SPA 332	3
SPA 333	3	SPA 334	3
GENERAL ELECTIVES	6	SPA 390	3
	15	GENERAL ELECTIVES	3
			15

Senior Year

SPA 430	3	MAJOR ELECTIVE	3
SPA 490	3	MAJOR ELECTIVE	3
MAJOR ELECTIVE	3	MAJOR ELECTIVE	3
GENERAL ELECTIVE	6	GENERAL ELECTIVES	3
	15		12

Total Hrs. 122

SUGGESTED CURRICULUM FOR SPANISH TEACHER EDUCATION MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 or higher	3	MTH 132 or higher	3
SPA 131 or 133	3	SPA 132 or 133	3
SPE 130	3	LS 135	3
ORT 110	1	PED 010-018	1
	16		16

Sophomore Year

LS 235	3	LS 237	3
ENG 230	3	HED 121	2
PED 010-018	1	ART, MUS, PHI OR REL	2
SPA 231	3	SPA 232	3
PSY 131	3	MAJOR ELECTIVE	3
GENERAL ELECTIVE	3	EDU 220	2
	16		16

Junior Year

SPA 331	3	SPA 332	3
SPA 333	3	SPA 334	3
FOR 392	3	SPA 390	3
PSY 235 or 237	3	EDU 296	3
EDU 330	3	PSY 239	3
	15		15

Senior Year

SPA 430	3	EDU 491 or 492	12
FOR 493	3		12
SPA 490	3		
MAJOR ELECTIVE	3		
EDU 311 or 312	1		
EDU 394 or 395	3		
	16		

Total Hrs. 122

COURSE OFFERINGS

FRENCH

French 131 Elementary French I **Three Credit hours**

An introductory course in the fundamental communicative skills of listening, speaking, reading, and writing. An interactive classroom approach emphasizing the application of language to concrete situations using essential vocabulary and structures as well as an appreciation of French/Francophone culture.

French 132 Elementary French II **Three credit hours**

A continuation of French 131 in an ever-increasing interactive classroom environment with emphasis on expansion of vocabulary and grammatical concepts as well as exposure to the concrete reality of culturally diverse attitudes and behaviors. PREREQUISITE: French 131 or placement by examination.

French 133 Intensive French **Three credit hours**

An intensive course designed for students with prior language experience in French. PREREQUISITE: French 131 or equivalent. Placement by examination.

French 231 Intermediate French I **Three credit hours**

Emphasis on communicative and writing skills. Short basic readings, conversation, grammar and aspects of culture. PREREQUISITE: French 132 or 133 or equivalent.

French 232 Intermediate French II **Three credit hours**

A continuation of French 231 with more reading, conversation, and composition. Strong emphasis on developing facility in oral and written expression. PREREQUISITE: French 231 or equivalent.

French 235 Internship in French **Three credit hours**

One semester of full-time real-life experience in the field where French majors apply their academic knowledge and skills to the workplace. *Subject to departmental approval.* PREREQUISITE: French 232 or premission of instructor.
NOTE: Work experience unrelated to the French major is considered a part-time job.

French 236 French for Business and Technology **Three credit hours**

Acquisition and use of financial, legal, commercial, telecommunication and modern technological terminology in French. Written and oral exercises include establishing a résumé, writing a business letter, conducting an interview, and making a business presentation in French. PREREQUISITE: French 232 or permission of instructor.

French 237 France and the Francophone World **Three credit hours**

Introduction to contemporary French social and political institutions, attitudes and values with emphasis on current events. *Taught in English.* PREREQUISITE: Any introductory French course or permission of instructor.

French 238 French/Francophone Film **Three credit hours**

Introduction to the French/Francophone cinematic tradition. Directors studied include Cocteau, Godard, Truffaut, Sembene, Tlili, Kassovitz. *Taught in English.*

French 331 Survey of French Literature I **Three credit hours**

Introduction to significant authors and trends in French literature from the Middle Ages through the Eighteenth Century. *Conducted in French.* PREREQUISITE: French 232 or permission of instructor.

French 332 Survey of French Literature II **Three credit hours**

Introduction to significant authors and trends in French literature of the Nineteenth and Twentieth Centuries as well as Francophone literature. *Conducted in French.* PREREQUISITE: French 232 or permission of instructor.

French 333 Advanced French Conversation, Grammar, and Composition **Three credit hours**

Review of French grammar and guided conversation based on prepared topics. Progressive development of writing skills in French. Emphasis on different types of writing (mémoire, explication de texte, exposé) based on literary selections. *Conducted in French.* PREREQUISITE: French 232 of permission of instructor.

French 334 Applied French Phonetics **Three credit hours**

Formal study of rules of French pronunciation and their application to modern standard French. Extensive practice in reading and speaking with proper rhythm and intonation. PREREQUISITE: French 232 or permission of instructor.

French 335 Cooperative Education in French **Three credit hours**

Two-to-three semesters of full-time, real-life experience in the field where French majors apply their academic knowledge and skills to the workplace. *Subject to departmental approval.* PREREQUISITE: French 232 or permission of instructor.

Notes 1° Participation in the co-op program (two-to-three semesters of full-time work related to the French major) must be approved by the Director of Cooperative Education prior to advance registration; 2° Under the Cooperative Education Program, a one-semester assignment is considered an internship; 3° Work experience unrelated to the French major is considered a part-time job.

French 336 Gender and Relationships in French/Francophone Literature **Three credit hours**

Readings and discussions on novels and short stories of the Twentieth Century portraying relationships between the sexes from both male and female points of view and how they have evolved over the years. Typical authors may include Sembene, Bebey, Beti, Ojono, Bâ, Beyala, Ngosso Kouo, Rawiri, Traoré, Abibatiou, Yaou, Zanga Tsongo, Condé, Schwart-Bart, Wagna-Vieyra, Chauvret. PREREQUISITE: Any 300-level French course or permission of instructor.

French 337 Techniques in Translation of French **Three credit hours**

Practice in oral and written two-way translation using various types of documents and discourses. Focus on a series of problems in translation linked to specific linguistic functions such as description, narration, advertisement and report. Students are required to reflect critically on the way in which two languages work as they translate a variety of literary and non-literary texts. PREREQUISITE: French 232 or permission of instructor.

French 390 Junior Seminar **Three credit hours**

Further development of oral and written expression in French. Introduction to research approaches and techniques in French as well as presentation of major schools of literary criticism and textual analysis through applied readings. Generation of a formal research prospectus through the development of a research problem, search of the literature, and production of an annotated bibliography. PREREQUISITE: French 331 or 332 or permission of instructor.

French 395/495 Field Study in a French-speaking Country **Three credit hours**

First-hand study of the French language, literature, and/or civilization abroad. *NOTE: Credit hours of academic program abroad subject to departmental approval and proper filing in the Office of the Registrar prior to departure.* PREREQUISITE: Any introductory French course or permission of coordinator.

French 430 French Civilization **Three credit hours**

Introduction to the history, art, and social institutions from the beginnings through the Twentieth Century as primary forces in the development of French culture. Special attention to contemporary France. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 431 French Literature of the Middle Ages **Three credit hours**

Study of the major literary works, with emphasis on the development of the French language and literary style. Authors studied include Villon, Christine de Pisan, Chrétien de Troyes. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 432 French Literature of the Renaissance **Three credit hours**

Study of the major literary styles and works of the era. Authors studied include Montaigne, DuBellay, Ronsard, Rabelais. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 433 French Literature of the Seventeenth Century **Three credit hours**

Study of the major literary works, with emphasis on the importance of Classicism. Authors studied include Corneille, Descartes, La Fontaine, Molière, Pascal, and Racine. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 434 French Literature of the Eighteenth Century **Three credit hours**

Study of the major literary works, tracing the movement from Classicism to the Enlightenment. Authors studied include Montesquieu, Voltaire, Diderot, and Rousseau. *Conducted in French.* PREREQUISITE: French 331 and 390 or permisison of instructor.

French 435 French Literature of the Nineteenth Century **Three credit hours**

Study of the major literary works, tracing the development of Romanticism, Realism, and Naturalism. Authors studied include Lamartine, Chateaubriand, Hugo, Stendhal, Balzac, Flaubert, Zola, Baudelaire. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 436 French Literature of the Twentieth Century **Three credit hours**

Study of the major literary works, and their relationship to other disciplines. Authors studied include Gide, Proust, Breton, Saint-Exupéry, Ionesco, Camus, Sartre, and Duras. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 437 Francophone Literature of Africa and the Caribbean
Three credit hours

Study of the major literary works and movements from each area, with focus on *négritude* and the question of cultural identity. Authors studied include Senghor, Césaire, Sembene, Bâ, Oyono, Labou Tansi. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 438 Francophone Literature of the Maghreb **Three credit hours**

Study of the major literary works from North Africa focussing on the question of cultural identity. Authors studied include Kateb, Khatibi, Ben Jelloun, Djebar, Memmi, Chraibi. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 439 Francophone Civilization **Three credit hours**

Introduction to the expanse of Francophone culture beyond Europe. Emphasis on the development of France's colonial empire, *la mission civilisatrice,* and post-colonial relations among Francophone nations. *Conducted in French.* PREREQUISITE: French 331 and 390 or permission of instructor.

French 490 Senior Seminar **Three credit hours**

Collaborative research seminar supplemented by individual sessions with faculty in which all French and French Education majors write and defend their senior investigative paper. To be taken during the fall semester of the senior year. *Conducted in French.*

NOTE: Students with an incomplete in French 390 cannot register for this course. PREREQUISITE: French 331 and 390 or permission of instructor.

French 496-7-8 Special Topics in French **Three credit hours**

Focus on issues related to France and the Francophone World which include themes such as colonial and post-colonial alienation, the struggle for civil rights, race, gender, revolt and struggle for cultural and political identity, literary phenomena of significance. May be repeated for credit. Normally taught on a one-time basis; not intended to form a permanent part of the French core. *Issues studied may generate topics for the Senior Investigative Research Paper.* PREREQUISITE: Any 300-level French course or beyond or permission of instructor.

French 499 Independent Study **One-to-three credit hours**

A planned and structured project cooperatively defined by student and faculty. Student permitted to contract to complete work in the areas of French language, literature, and/or culture. Enrollment: one, two or three credit hours according to the scope of work to be completed. Multiple enrollments under different projects for a maximum of six credit hours. Open to French and French Education majors. PREREQUISITE: Any 300-level French course or beyond or permission of instructor.

SPANISH

Spanish 131 Elementary Spanish I **Three credit hours**

An introductory course in the fundamental communicative skills of listening, speaking, reading, and writing. An interactive classroom approach emphasizing the application of language to concrete situations using essential vocabulary and structures as well as an appreciation of Hispanic culture.

Spanish 132 Elementary Spanish II **Three credit hours**

A continuation of Spanish 131 in an ever-increasing interactive classroom environment with emphasis on expansion of vocabulary and grammatical concepts as well as exposure to the concrete reality of culturally diverse attitudes and behaviors. PREREQUISITE: Spanish 131 or placement by examination.

Spanish 133 Intensive Spanish **Three credit hours**

An intensive course designed for students with prior language experience in Spanish. PREREQUISITE: Spanish 131 or placement by examination.

Spanish 231 Intermediate Spanish I **Three credit hours**

Emphasis on communicative and writing skills. Short basic readings, conversation, grammar and aspects of culture. PREREQUISITE: Spanish 132 or 133 or permission of instructor.

Spanish 232 Intermediate Spanish II **Three credit hours**

A continuation of Spanish 231 with more reading, conversation, and composition. Strong emphasis on developing facility in oral and written expression. PREREQUISITE: Spanish 231 or permission of instructor.

Spanish 235 Internship in Spanish **Three credit hours**

One semester of full-time real-life experience in the field where Spanish majors apply their academic knowledge and skills to the workplace. *Subject to departmental approval.* PREREQUISITE: Spanish 232 or permission of instructor.
NOTE: Work experience unrelated to the Spanish major is considered a part-time job.

Spanish 236 Spanish for Business and Technology **Three credit hours**

Acquisition and use of financial, legal, commercial, telecommunication and modern technological terminology in Spanish. Written and oral exercises include establishing a résumé, writing a business letter, conducting an interview, and making a business presentation in Spanish. PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 237 Spanish for Social Services **Three credit hours**

An intensive study of the vocabulary and terminology required of Social Service professionals and other community workers for communicating in Spanish. Class features Service Learning and actual use of Spanish in the field with Hispanic clients and professionals. PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 238 Spanish for Law Enforcement **Three credit hours**

An intensive study of the vocabulary and terminology required of law enforcement professionals and other community workers for communicating in Spanish. Class features Service Learning and actual use of Spanish in the field with Hispanic clients and professionals. PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 239 Spanish for Healthcare Professionals **Three credit hours**

An intensive study of the vocabulary and terminology required of doctors, nurses, and other medical professionals and other community workers for communicating in Spanish. Class features Service Learning and actual use of Spanish in the field with Hispanic clients and professionals. PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 331 Advanced Spanish Grammar, Composition, and Conversation **Three credit hours**

Review of Spanish grammar and guided conversation based on prepared topics. Progressive development of writing skills in Spanish. Emphasis on different types based on literary selections. *Conducted in Spanish.* PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 332 Applied Spanish Phonetics **Three credit hours**

Formal study of rules of Spanish pronunciation and their application to modern standard Spanish. Extensive practice in reading and speaking with proper rhythm and intonation. For non-native speakers only. PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 333 Introduction to Hispanic Literature **Three credit hours**

Exposure to theoretical, technical, and aesthetic issues as exemplified in a selected anthology of readings in Spanish and Latin American Literature. Emphasis on the development of reading and writing skills. *Conducted in Spanish.* PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 334 Latin American Civilization **Three credit hours**

Introduction to the history, art, and social institutions from Colonial times through the Twentieth Century as primary forces in the development of Latin American culture. *Conducted in Spanish.* PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 335 Cooperative Education in Spanish **Three credit hours**

Two-to-three semesters of full-time real-life experience in the field where Spanish majors apply their academic knowledge and skills to the workplace.
Notes 1° Participation in the co-op program (two-to-three semesters of full-time work related to the Spanish major) must be approved by the Director of Cooperative Education prior to advance registration; 2° Under the Cooperative Education Program, a one-semester assignment is considered an internship; 3° Work experience unrelated to the Spanish major is considered a part-time job. Subject to departmental approval. PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 336 Hispanic Drama **Three credit hours**

Study of the works of Hispanic playwrights from the Golden Age to the present. *Conducted in Spanish.* PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 337 Techniques in Translation of Spanish **Three credit hours**

Practice in oral and written two-way translation using various types of documents and discourses. Focus on a series of problems in translation linked to specific linguistic functions such as description, narration, advertisement and report. Students are required to reflect critically on the way in which two languages work as they translate a variety of literary and non-literary texts. PREREQUISITE: Spanish 232 or permission of instructor.

Spanish 390 Junior Seminar **Three credit hours**

Further development of oral and written expression in Spanish. Introduction to research approaches and techniques in Spanish as well as presentation of major schools of literary criticism and textual analysis through applied readings. Generation of a formal research prospectus through the development of a research problem, search of the literature, and production of an annotated bibliography. PREREQUISITE: Spanish 333 or permission of instructor.

Spanish 395/495 Field Study in A Spanish-speaking Country **Three credit hours**

Study at first-hand of the Spanish language, literature, and/or civilization abroad. *NOTE: Credit hours of academic program abroad subject to departmental approval and proper filing in the Office of the Registrar prior to departure.* PREREQUISITE: Any introductory Spanish course or permission of coordinator.

Spanish 430 Spanish Civilization **Three credit hours**

Introduction to the history, art, and social institutions which shaped the culture and traditions of the people of Spain from their pre-Roman times to the present. Special attention to contemporary Spain. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 431 Survey of Spanish Literature **Three credit hours**

Introduction to significant authors and trends in Spanish Peninsular literature from the Middle Ages through the present. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 432 Survey of Latin American Literature **Three credit hours**

Introduction to significant authors and trends in Latin American literature - to include works by Hispanics of African ancestry. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 433 Spanish Poetry **Three credit hours**

Survey of representative Spanish Peninsular poetry from the beginnings to the present. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 434 Spanish Prose Fiction **Three credit hours**

Survey of representative Spanish Peninsular prose fiction from the beginnings to the present. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 435 Latin American Poetry **Three credit hours**

Survey of representative Latin American poetry from the Colonial period to the present. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 436 Latin American Prose Fiction **Three credit hours**

Survey of representative Latin American prose fiction from the Colonial period to the present. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 437 Hispanic Film **Three credit hours**

Introduction to Spanish and Latin American films focusing on their artistic value as well as their relationship to literature, social and political issues, cultural differences, morals, and ethics. Emphasis on development of reading, writing, speaking, and listening skills. PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 438 Afro-Hispanic Literature and Culture **Three credit hours**

Consideration of Afro-Hispanics as writers of and characters in Latin American prose and poetry. Reviews and analyses of themes, language, and the way in which Afro-Hispanic writers give voice to cultural aspects of life in the societies in which they live. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 439 Don Quixote **Three credit hours**

Study of the masterpiece of Miguel de Cervantes which is considered to be the best structured work written in Spanish as well as the basis of the contemporary novel. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 490 Senior Seminar **Three credit hours**

Collaborative research seminar supplemented by individual sessions with faculty in which all Spanish and Spanish Education majors write and defend their senior investigative paper. To be taken during the fall semester of the senior year. *NOTE: Students with an incomplete in Spanish 390 cannot register for this course.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 491 Twentieth Century Hispanic Literature **Three credit hours**

Advanced seminar in Hispanic poetry, prose fiction, drama, and short stories of the Twentieth Century. Emphasis on the development of the reading, writing, speaking and listening skills. *Conducted in Spanish.* PREREQUISITE: Spanish 333 and 390 or permission of instructor.

Spanish 496-7-8 Special Topics in Spanish **Three credit hours**

Focus on issues related to the Hispanic World. May be repeated for credit. Normally taught on a one-time basis; not intended to form a permanent part of the Spanish core. *Issues studied may generate topics for the Senior Investigative Research Paper.* PREREQUISITE: Any 300-level Spanish course and beyond or permission of instructor.

Spanish 499 Independent Study **One-to-three credit hours**

A planned and structured project cooperatively defined by student and faculty. Student permitted to contract to complete work in the areas of Hispanic language, literature, and/or culture. Enrollment: one, two or three credit hours according to the scope of work to be completed. Multiple enrollments under different projects for a maximum of six credit hours. Open to Spanish and French Education majors. PREREQUISITE: Any 300-level Spanish course and beyond or permission of instructor.

FOREIGN LANGUAGES

FOR 392 Elementary and Middle School Methods of Foreign Language Instruction **Three credit hours**

An overview of methods and materials in foreign language instruction with particular emphasis on proficiency movement and communicative-oriented approaches in language teaching and testing. Focus on elementary and middle school foreign language learners, their learning styles and characteristics and on effective techniques for this age group. Incorporated field experience emphasizes principles of classroom management as well as ways to put theory into practice. *Open to French Education and Spanish Education majors.*

FOR 395/495 Field Study in the Target Language **Three credit hours**

First-hand study of the target language, literature, and/or civilization abroad. *NOTE: Credit hours of academic program abroad subject to departmental approval and proper filing in the Office of the Registrar prior to departure.*

FOR 493 Secondary School Methods of Foreign Language Instruction **Three credit hours**

An overview of methods and materials in foreign language instruction with particular emphasis on proficiency movement and communicative-oriented approaches in language teaching and testing. Focus on secondary school foreign language learners, their learning styles and characteristics and on effective techniques for this age group. Incorporated field experience emphasizes principles of classroom management as well as ways to put theory into practice. *Open to French Education and Spanish Education majors.*

ARABIC

ARABIC 131 Elementary Arabic I **Three credit hours**

An introductory course designed to develop the skills necessary for oral and written expression in Arabic. Required laboratory practice.

ARABIC 132 Elementary Arabic II **Three credit hours**

Continuation of Arabic 131 with further practice in the skills necessary for oral and written expression in Arabic. Required laboratory practice. Prerequisite: Arabic 132.

ARABIC 231 Intermediate Arabic I **Three credit hours**

Continuation of Arabic 132 with further practice in the skills necessary for oral and written expression in Arabic. Required laboratory practice. Prerequisite: Arabic 132.

ARABIC 232 Intermediate Arabic II **Three credit hours**

Continuation of Arabic 231 with further practice in the skills necessary for oral and written expression in Arabic. Required laboratory practice. Prerequisite: Arabic 231.

CHINESE

CHINESE 131 Elementary Chinese I **Three credit hours**
An introductory course designed to develop the skills necessary for oral and written expression in Chinese. Required laboratory practice.

CHINESE 132 Elementary Chinese II **Three credit hours**
Continuation of Chinese 131 with further practice in the skills necessary for oral and written expression in Chinese. Required laboratory practice. Prerequisite: Chinese 131.

CHINESE 231 Intermediate Chinese I **Three credit hours**
Continuation of Chinese 132 with further practice in the skills necessary for oral and written expression in Chinese. Required laboratory practice. Prerequisite: Chinese 132.

CHINESE 232 Intermediate Chinese II **Three credit hours**
Continuation of Chinese 231 with further practice in the skills necessary for oral and written expression in Chinese. Required laboratory practice. Prerequisite: Chinese 231.

RUSSIAN

RUSSIAN 131 Elementary Russian I **Three credit hours**
An introductory course designed to develop the skills necessary for oral and written expression in Russian. Required laboratory practice.

RUSSIAN 132 Elementary Russian II **Three credit hours**
Continuation of Russian 131 with further practice in the skills necessary for oral and written expression in Russian. Required laboratory practice. Prerequisite: Russian 131.

RUSSIAN 231 Intermediate Russian I **Three credit hours**
Continuation of Russian 132 with further practice in the skills necessary for oral and written expression in Russian. Required laboratory practice. Prerequisite: Russian 132.

RUSSIAN 232 Intermediate Russian II **Three credit hours**
Continuation of Russian 231 with further practice in the skills necessary for oral and written expression in Russian. Required laboratory practice. Prerequisite: Russian 231.

JAPANESE

JAPANESE 131 Elementary Japanese I **Three credit hours**
An introductory course designed to develop the skills necessary for oral and written expression in Japanese. Required laboratory practice.

JAPANESE 132 Elementary Japanese II **Three credit hours**
Continuation of Japanese 131 with further practice in the skills necessary for oral and written expression in Japanese. Required laboratory practice. Prerequisite: Japanese 132.

JAPANESE 231 Intermediate Japanese I **Three credit hours**
Continuation of Japanese 132 with further practice in the skills necessary for oral and written expression in Japanese. Required laboratory practice. Prerequisite: Japanese 132.

JAPANESE 232 Intermediate Japanese II **Three credit hours**
Continuation of Japanese 231 with further practice in the skills necessary for oral and written expression in Japanese. Required laboratory practice. Prerequisite: Japanese 231.

GERMAN

GERMAN 131 Elementary German I **Three credit hours**
An introductory course designed to develop the skills necessary for oral and written expression in German. Required laboratory practice.

GERMAN 132 Elementary German II **Three credit hours**
Continuation of German 131 with further practice in the skills necessary for oral and written expression in German. Required laboratory practice. Prerequisite: German 131.

GERMAN 231 Intermediate German I **Three credit hours**
Continuation of German 132 with further practice in the skills necessary for oral and written expression in German. Required laboratory practice. Prerequisite: German 132.

GERMAN 232 Intermediate German II **Three credit hours**
Continuation of German 231 with further practice in the skills necessary for oral and written expression in German. Required laboratory practice. Prerequisite: German 231.

DEPARTMENT OF MATHEMATICS AND PHYSICS

The Department of Mathematics and Physics supports the university's mission to provide an outstanding education to a diverse group of talented and highly motivated students from various ethnic, socio-economic, and geographical backgrounds. In this role, the department offers programs to provide basic skills in mathematics and physics for the general student body, intermediate and advanced skills for students in other majors, and an in-depth program for majors in mathematics, mathematics education, and applied mathematics. The goals of the department are to:

1. prepare students for careers in industry, business, government and education.
2. prepare students for graduate school.
3. provide skills in mathematics and physics for everyday life.
4. help to develop a high level of appreciation for the role of mathematics and physics in the modern world.

MATHEMATICS

Majors in mathematics take a set of core courses plus the courses in one of three concentrations. The core courses (required for all mathematics majors) are: Mathematics 241, 242, 333, 335, 336, 341, and Physics 243 and 244 and three hours of computer science. A minimum of 53 semester hours is required for the mathematics major. Additional courses for the major must be selected from one of the following concentrations:

Mathematics: **Mathematics 415, 416, 427, 428, 430 or 431, 434, and 439, plus electives.**

Mathematics **Mathematics 330, 337, 415, 416, 420, 426, 427, 428; Education:**

220, 296, 312, 330, and 395; Psychology 237 and 239, plus electives.

Applied Math: Mathematics 430, 434, 435, 436, 437; Computer Science 231, 232, 432, 435, and Physics 331, plus electives.

A minimum grade of C must be earned in any course which counts toward the major.

Prospective mathematics majors who do not have a sound and workable background in algebra and trigonometry may be required to take Mathematics 137 and Mathematics 138 as prerequisite courses.

Each mathematics major is required to develop a Senior Investigative Paper. Formal development of the Senior Investigative Paper begins when the major has obtained senior standing, completed core 200 and 300 level courses in the major, and liberal studies courses in rhetoric and speech.

A minor in mathematics consists of at least eighteen credit hours of mathematics courses and must include Mathematics 241, 242, 333, and 336.

MATHEMATICS PLACEMENT

Students entering the University without college mathematics credit will normally enroll in Mathematics 131 unless advanced placement is granted. An advanced placement test is given each semester prior to registration. The performance on this test may allow the student to enroll in Mathematics 137 or a higher course. Students planning to major in chemistry, biology, computer science, mathematics, or engineering should take the advanced placement test.

MATHEMATICS 131 College Algebra **Three credit hours**

This course is designed to provide an investigative approach to college algebra using the computer and graphing calculator as tools. The topics covered include basic concepts of algebra, functions and graphs, polynomials and rational functions, exponential and logarithmic functions, systems of equations and solving systems of equations using matrices, sequences and series. At least one hour per week of computer assisted laboratory instruction is required.

MATHEMATICS 132 Finite Math **Three credit hours**

Elements of finite mathematical systems for liberal arts and education students. Topics include real numbers, linear equations and straight lines, systems of linear equations and inequalities, matrix algebra, sets and counting, concepts of probability and statistics, mathematics of finance. The course relies heavily on computers and graphing calculators to develop intuition, make estimates, verify results, and check reasonableness of answers. Prerequisite: Mathematics 131.

MATHEMATICS 136 Introductory Statistics **Three credit hours**

Descriptive and inferential statistics. Frequency distributions, population and samples, measures of central tendencies and variation. Probability, normal, t, and chi distributions. Hypothesis testing, estimations and confidence intervals. Linear regression. Prerequisite: Mathematics 131 or by placement.

MATHEMATICS 137 Precalculus I **Three credit hours**

Properties of real numbers, algebraic expressions, factoring, polynomials and rational fractions. Exponents and radicals, linear and quadratic equations, inequalities, progressions. The bionomial theorem, polynomials and partial fractions. Matrices, determinant, and linear systems of equations. Exponential, and inverse functions. Prerequisite: Mathematics 131 or by placement or consent of department.

MATHEMATICS 138 Precalculus II **Three credit hours**

Exponential and logarithmic functions. Inverse relations and functions. Trigonometric functions and identities. Translation and rotation of axis. Conic sections. Complex numbers. Polynomials, combinatorics and mathematical induction. Prerequisite: Mathematics 137 or by placement.

MATHEMATICS 235 Introductory Calculus I **Three credit hours**

Functions and graphs, concepts of limit and continuity. Derivative of polynomials and algebraic functions. Maxima and minima, and rate of change. Antidifferentiation. Derivative of exponential and logarithmic function. The definite integral and techniques of integration. Applications of calculus in the social and behavioral sciences. Prerequisite: Mathematics 137 or by placement.

MATHEMATICS 236 Introductory Calculus II **Three credit hours**

Functions of two real variables. Partial derivatives maxima, minima and saddle points. Multiple integration. Infinite sequences and series. Discrete functions, difference equations, relations, graphs and trees. Counting techniques and discrete probability. Prerequisite: Mathematics 225.

MATHEMATICS 241-242 Calculus I and II **Four credit hours**

Plane analytic geometry, differentiation, and integration and applications. Prerequisite: Mathematics 138 or by placement.

MATHEMATICS 330 Modern Geometry **Three credit hours**

Logical structure and use of Euclidean geometry. The relationship of Euclidean geometry to other geometrices. Prerequisite: Mathematics 241 or consent of department.

MATHEMATICS 333-334 Probability and Statistics **Three credit hours**

Elements of probability theory, mathematical statistics and applications. Prerequisite: Mathematics 242 for Part I and Mathematics 341 for part II.

MATHEMATICS 335 Introductory Abstract Algebra **Three credit hours**

Elementary set theory and logic. Mappings, groups, rings, integral domains, fields, and polynomials. Prerequisite: Mathematics 241 or consent of department.

MATHEMATICS 336 Introductory Linear Algebra **Three credit hours**

Systems of linear equations, vector spaces, linear transformations, theory and applications of matrices and determinants. Prerequisite: Mathematics 241 or consent of department.

MATHEMATICS 337 Mathematics for Elementary School Teachers I
Three credit hours

This course fully supports the state and national standards for elementary teachers in that it follows a curriculum that covers essential mathematical concepts in preparing elementary school teachers such as: sets, properties of whole numbers, fractions and integers (including arithmetic algorithms). It also covers the metric system, geometric shapes and measurements. Prerequisite: MTH 132

MATHEMATICS 338 Mathematics for Elementary School Teachers II
Three credit hours

This course fully supports the state and national standards for elementary teachers in that it follows a curriculum that covers methods/strategies of teaching essential mathematical concepts to elementary school teachers. In addition, the course acquaints students with pedagogical issues in teaching mathematics and enhances their ability to make decisions in an elementary school environment. Prerequisite: MTH 337

MATHEMATICS 339 Advanced Linear Algebra **Three credit hours**

Eigenvalues, eigenvectors, diagonalization, symmetric matrices, linear transformations, kernel and range, inverse linear transformations, similarity, applications in: differential equations, geometry, least squares fitting to data, approximation problems, Fourier series, and quadratic forms; LU-decomposition, approximating eigenvalues, complex numbers, modules, complex conjugates, complex vector spaces, unitary, normal and Hermitian matrices. Prerequisite: Mathematics 336.

MATHEMATICS 341 Calculus III **Four credit hours**

Three-dimensional analytic geometry, vector analysis, parametric equations, partial differentiation, multiple integration, and line integrals. Infinite sequences and series and power series. Prerequisite: Mathematics 242.

MATHEMATICS 415, 416 Independent Study in Mathematics
One credit hour each

Indepth study of areas of Mathematics consistent with student interest and career objectives. Written reports will be required. Prerequisite: Advanced standings and consent of department.

MATHEMATICS 420 Materials and Methods in High School Mathematics
Two credit hours

Modern methods and materials for teaching mathematics to high school students period. Prerequisite: Mathematics 242, and 335 or 336.

MATHEMATICS 426 Topics in Number Theory **Two credit hours**

Prime numbers and prime factorization, congruences and applications. Divisibility, theorems on integers, and diophantine equations. Prerequisite: Mathematics 335.

MATHEMATICS 427-428 Foundations of Mathematics I & II Two credit hours each

History of mathematics up to 1600 through creative problem solving. Set theory in the development of modern analysis algebra and geometry, proofs, techniques and methods. Pioneers of mathematics beginning with Descartes. Prerequisite: Mathematics 242.

MATHEMATICS 430 Topics in Analysis **Three credit hours**

Euclidean spaces and metrics, concepts of compactness and connectedness. Continuous functions, uniform continuity, infinite sequences and series. Uniform convergence. Prerequisite: Mathematics 341 and 335.

MATHEMATICS 431-432 Advanced Calculus **Three credit hours each**

Functions of several variables, partial differentiation, vector analysis, multiple integration, power series. Applications in the physical sciences. Prerequisite: Mathematics 341.

MATHEMATICS 434 Differential Equations I **Three credit hours**

Elementary techniques of solving ordinary differential equations. Applications in the biological and physical sciences. Prerequisite: 341.

MATHEMATICS 435 Transforms: **Three credit hours**

Introduction to periodic functions - Fourier series. Complex form of Fourier series and Fourier Transform. Applications: Laplace Transforms for functions, derivatives and integrals. Differential and hybrid differential-integral equations using Laplace transforms. Applications from electrical circuit theory. Prerequisite: Mathematics 434.

MATHEMATICS 436 Differential Equations II: **Three credit hours**

An introduction to partial differential equations. Different types of partial differential equations, methods of solving partial differential equations. Solutions of Laplace's equation, wave equation, and heat transfer equation. Numerical methods in solving partial differential equations with given boundary conditions. Applications from engineering and applied physics areas. (includes scientific computer lab experience) Prerequisite or corequisite: Mathematics 435.

MATHEMATICS 437 Complex variables **Three credit hours**

Complex numbers, complex functions and roots in the complex plane, transformation and linear mapping, limits and continuity, analytic and harmonic functions, Cauchy-Riemann equations, branches of functions, exponential and trigonometric functions, complex integrals, Taylor and Lauren series, singularities, zeros and poles, residues, definite integrals. Prerequisite: Mathematics 341.

MATHEMATICS 438 Biostatistics **Three credit hours**

Statistical analysis from a biological point of view. Topics include probability distributions, confidence intervals, estimation of population parameters, test of significance, analysis of a variance, correlation and regression. Prerequisite: Mathematics 235 or 241.

MATHEMATICS 439 Topics in Algebra **Three credit hours**

Topics on semi-groups and groups, rings, integral domains and finite fields. Modules over rings; vector spaces over fields. Prerequisite: Mathematics 335.

MATHEMATICS 490 Internship in Mathematics **Three credit hours**

A supervised internship in a professional environment which exposes the student to how mathematics is applied to solving real world problems, as well as enabling students to interact with mathematicians in a setting other than the classroom. The student will be required to formally present a detailed description of his/her experiences. A minimum of 120 hours or work is required. The course may be repeated for credit. Prerequisite: Departmental approval

MATHEMATICS 491 Practicum **Three credit hours**

An opportunity for students, under supervision, to obtain work experience in applied mathematics. Prerequisites: Mathematics 333 and three credit hours of computer science.

SUGGESTED CURRICULUM GUIDE
MATHEMATICS

Freshman Year

Fall Semester		Spring Semester	
LS 130	3	LS 135	3
RHC 191	3	RHC 192	3
MTH 137	3	MTH 138	3
For. Lang.	3	For. Lang.	3
HED 121	2	SPE 130	3
PED	1	PED	1
ORT 110	1		16
	16		

Sophomore Year

Fall Semester		Spring Semester	
LS 235	3	ART, MUS	3
MTH 241	4	MTH 242	4
CSC 231	3	CSC 232	3
ENG 230	3	MTH 336	3
MTH 335	3	LS 237	3
	16		16

Junior Year

Fall Semester		Spring Semester	
PHY 243	4	PHY 244	4
MTH 439	3	MTH 430	3
MTH 341	4	MTH 434	3
Electives	6	Electives	6
	17		16

Senior Year

Fall Semester		Spring Semester	
MTH 415	1	MTH 416	1
MTH 427	2	MTH 428	2
MTH 333	3	Elective (Restricted)	3
Electives (Restricted)	3	Electives (Restricted)	3
Electives	6	Electives	3
	15		12

Total Hrs. 124

SUGGESTED CURRICULUM GUIDE
MATHEMATICS EDUCATION

Freshman Year

Fall Semester		Spring Semester	
LS 130	3	PSY 131	3
RHC 191	3	RHC 192	3
MTH 137	3	MTH 138	3
For. Lang.	3	For. Lang.	3
HED 121	2	SPE 130	3
PED	1	LS 135	3
ORT 110	1		18
	16		

Sophomore Year

Fall Semester		Spring Semester	
LS 235	3	LS 237	3
MTH 241	4	MTH 242	4
PSY 237	3	PSY 239	3
ENG 230	3	MTH 336	3
MTH 335	3	CSC	3
EDU 220	2	MTH 426	2
	18		18

Junior Year

Fall Semester		Spring Semester	
ART, MUS	3	PHY 244	4
PHY 243	4	MTH 428	2
MTH 427	2	MTH 330	3
MTH 341	4	EDU 330	3
EDU 395	3	EDU 296	3
EDU 312	1		15
MTH 415	1		
	18		

Senior Year

Fall Semester		Spring Semester	
MTH 420	2	EDU 492	12
MTH 333	3		12
MTH 416	1		
Electives (Restricted)	3		
Electives	6		
PED (010-119)	1		
	16		

Total Hrs. 131

SUGGESTED CURRICULUM GUIDE
APPLIED MATHEMATICS

Freshman Year

Fall Semester		Spring Semester	
ORT 110	1	RHC 192	3
RHC 191	3	LS 135	3
LS 130	3	MTH 138	3
MTH 137	3	For. Lang.	3
For. Lang.	3	SPE 130	3
HED 121	2	PED (Activity)	1
PED (Activity)	1		16
	16		

Sophomore Year

Fall Semester		Spring Semester	
LS 235	3	ENG 230	3
MTH 241	4	MTH 242	4
CSC 231	3	CSC 232	3
ART/MUS	3	MTH 336	3
MTH 335	3	LS 237	3
	16		16

Junior Year

Fall Semester		Spring Semester	
MTH 333	3	Electives	3
MTH 341	4	CSC 432	3
PHY 243	4	MTH 434	3
Electives (Restricted)	6	PHY 244	4
	17	Electives (Restricted)	3
			16

Senior Year

Fall Semester		Spring Semester	
MTH 435	3	MTH 436	3
MTH 437	3	MTH 339	3
CSC 435	3	MTH 416	1
PHY 331	3	MTH 430	3
MTH 415	1	Electives (Restricted)	3
Electives (Free)	3	Electives (Free)	3
	16		16

Total Hrs. 129

PHYSICS

The courses in physics are designed to train those who plan to pursue engineering, Math, Computer Science, Chemistry or a health profession. Additionally, these courses are designed to provide a general knowledge in the modern fields of descriptive and quantitative experimental physics.

PHYSICS 241 General Physics **Four credit hours**

Fundamental principles of physics in relation to classical mechanics, thermodynamics, vibrations and wave motions. Prerequisite: Mathematics 137. Three lectures and four hours of laboratory a week.

PHYSICS 242 General Physics **Four credit hours**

A continuation of physics 241. Fundamental principles of physics in relation to electricity, magnetism, light, optics and modern physics. Prerequisite: Physics 241. Three lectures and four hours of laboratory a week.

PHYSICS 243 Mechanics **Four credit hours**

A study of vectors; statics, and dynamics of particles; momentum, work, and energy; conservation law; mechanics of rigid bodies. Prerequisite: Mathematics 241. Three lectures and four hours of laboratory a week.

PHYSICS 244 Electricity and Magnetism **Four credit hours**

A study of the fundamentals of electricity and magnetism as a foundation for understanding electronics and electrical circuits, and further scientific study, using vector analysis throughout, and calculus where required. It covers the laws of Coulomb, Gauss, Kirchhoff, Ohm, Ampere, Faraday, Lenz, and Maxwell. It includes a treatment of simple DC and AC circuits and an introduction to electromagnetic waves. Prerequisite: A grade of C or higher in Physics 243. Three lecture hours and four laboratory hours per week.

PHYSICS 330 Laboratory Electronics **Three credit hours**

An introduction to basic principles of electronics, operation of electronic measuring devices, and construction of devices for electrical and electronic measurements. Prerequisite: Consent of department. One hour lecture and three hours of laboratory a week.

PHYSICS 331 Introduction to Modern Physics I **Three credit hours**

A study of waves in elastic media; sound; light; reflection, refraction, interference and diffraction; lenses and mirrors; quantum physics; nuclear reactions; atomic structure and the wave nature of matter. Prerequisite: Physics 244. Lecture three hours a week.

PHYSICS 332 Introduction to Modern Physics II **Three credit hours**

Radioactivity, disintegration of nuclei, fission and fusion, nuclear processes, fundamental particles and accelerators. Prerequisite: Physics 331. Lecture three hours a week.

PHYSICS 344 Waves and Optics **Four credit hours**

A study of waves, acoustics and optics. Prerequisite: Physics 243. Three lectures and four hours of laboratory a week.

PHYSICS 345 Biophysics **Four credit hours**

Sound and the ear, light and the eye, microscopy, the physics of muscular contraction, electrocardiography and radiation physics. Biophysical techniques utilizing wave phenomena, nuclear phenomena, and mechanical and electrical phenomena. Prerequisite: Physics 241-242 and Biology 143. Three lectures and four hours of laboratory a week.

PHYSICS 412 Physics Seminar **One credit hour**

Prerequisite: Consent of the department.

PHYSICS 431 Advanced Mechanics **Three credit hours**

Kinematics, moving coordinate systems, motion of rigid body, central force problem, oscillations and coupled oscillators, Lagrange's and Hamilton's equations, generalized coordinates. Prerequisites: Physics 243 and Mathematics 341. Lecture three hours a week.

PHYSICS 432 Advanced Electrodynamics **Three credit hours**
Electromagnetic field theory, Maxwell's equation, electromagnetic radiations and relativistic effects. Prerequisites: Physics 244 and Mathematics 341. Lecture three hours a week.

THE DEPARTMENT OF MUSIC AND FINE ARTS

The Department of Music and Fine Arts provides course work that leads to a Bachelor of Arts degree in either Music Business or in Sacred Music. These are comprehensive programs, and it is strongly recommended that students who plan to major in Music begin their course of study in the freshman year. The department also offers course work for students who wish to minor in music. Finally, the department houses courses in the fine arts and theatre.

The Bachelor of Arts in Music Education is currently suspended.

GOALS OF THE JCSU MUSIC PROGRAM

The music programs at Johnson C. Smith University aim (1) to provide instruction and experiences for music students so that they may develop as creators, performers, teachers, and music managers and producers; (2) to encourage music students to pursue their studies beyond the undergraduate level; (3) to provide instruction in music for both music majors and minors as well as non-music majors; and, (4) to provide enrichment in music for the JCSU community and surrounding communities.

ENTRANCE REQUIREMENTS FOR ALL MUSIC MAJORS AND MINORS

All prospective music majors and minors must audition before the music faculty. The audition *must* be arranged before students arrive on campus for registration. Auditions may be scheduled during New Student Week. Students who live great distances from the campus may submit audio or video tapes. Students desiring additional information regarding the evaluation criteria for their instrument should contact the chair of the Music and Fine Arts Department. Students should also note that auditions for acceptance into one of the two music majors or the music minor is distinct from any auditions required for ensembles.

Students who are deficient in music theory and/or performance will not be accepted and will not be permitted to pursue courses toward the degree in music until they demonstrate entry-level proficiency.

MUSIC MAJOR DEGREE PROGRAMS

The Bachelor of Arts degree, with a major in Music Business or Sacred Music, presents the student with a comprehensive music program in theory and practice, applied music, and music history and literature. All music majors elect voice or another instrument for a performance concentration, and applied music courses provide training in voice or the

instrument of choice with particular emphasis on technique, repertoire, and sources of materials. In addition, students elect a concentration in either Business or Sacred Music to prepare for careers and/or further graduate or professional study in musicology, performance, music business, or divinity.

The goal of the Bachelor of Arts degree in music is to prepare students for careers in music, the music industry, music-related fields of business, or sacred music. Students majoring in music may seek careers in performance, music production and engineering, music synthesis, as well as a host of careers with record companies, such as consumer researcher, director of publicity, marketing representative, public relations counselor, and regional sales manager, or careers with other music-related businesses, such as advertising, booking agent, business manager, field merchandiser, music publisher, personal manager, professional manager, tour coordinator, and road manager. Their background in music and business also prepares students for careers with various professional and community arts groups and organizations. The music major at Johnson C. Smith offers a unique opportunity as well for students who wish to pursue careers in sacred music by offering preparation for positions as church music directors, organists, and accompanists.

All music majors are required to complete a senior-year internship successfully. The internship is based on the cooperative education principle, combining classroom learning with periodic intervals of planned and supervised practical experience away from the campus. In particular, this course provides field-experience in the music industry or in the world of religious music.

Applied Music

Applied music refers to individual lessons of study of a musical instrument or voice. All music majors elect a major instrument and will be required to take a minimum required number of credit hours of individual lessons in that instrument based on their program of study in Music Business or Sacred Music. Additional hours in applied music are required of all majors who choose to concentrate in Sacred Music. All students will be auditioned in their major instrument and be given advice relative to their registration and choice of program study.

Piano Proficiency

Students whose major instrument is not piano are required to take at least 4 hours of piano and to pass a piano proficiency exam at the end of the sophomore year. Students who do not pass the proficiency exam will be required to take an additional hour of piano to satisfy the proficiency requirement. Students with 5 hours of piano will be deemed to have satisfied the piano proficiency requirement. Four hours of piano apply toward completion of the Applied Music requirement.

Applied Music Fees

Individual lessons in applied music: $30 per credit hour per semester. Practice fees for all instruments: $10 per semester.

Ensembles

All music majors are required to participate in at least one of the following ensembles each semester, with or without academic credit, with the exception of the internship semester.

The University Choir

The University Choir is composed of students selected from all departments of the University and has been enthusiastically received in outstanding performances in many sections of the country. The choir studies and performs, with the highest standards possible, the best choral literature selected from the various periods and styles. The study and performance of this literature emphasizes (1) the principles of vocal production, i.e., breathing, posture, diction, tone quality, balance, blending, and (2) interpretation, i.e., tempo and rhythm, phrasing, dynamics and climax, attack and unanimity, pitch or intonation, and spirit or emotion. Members are accepted on the basis of a simple audition and may register for credit or participate without credit.

The University Swing Choir

The University Swing Choir is composed of a selected group of students from the Johnson C. Smith University Choir. These students have exhibited extraordinary talents in music and showmanship. The group studies and performs Broadway, jazz, popular, folk, ballads and other musical genre.

The University Marching Band

The University Marching Band is composed of students selected from all departments of the University. The Marching Band studies and performs, with the highest standards possible, and the best marching band literature. The band performs at all home football games, and on occasion, at games played away from the campus. Occasionally, the band participates in parades and other functions held within the Charlotte area. Members are accepted on the basis of auditions which are held at the beginning of each fall semester. Members registering for MUS 210 receive one credit hour for each semester in which they participate.

The University Symphonic Band

The University Concert Band is composed of students selected from all departments of the University. The Concert Band performs on the campus and at schools and other functions held within the Charlotte area. The band studies and performs the best concert band literature with the

highest possible standards. The band serves as a laboratory for instrumental conducting students. Members are accepted on the basis of auditions, which are held at the beginning of the spring semester. Members registering for MUS 211 receive one credit hour for each semester in which they participate.

The University Jazz Ensemble

The University Jazz Band is composed of members of the Concert Band. The Jazz Band strives to develop the talents of members in the area of jazz and big band music style. The band performs on the campus and throughout the Charlotte area. Auditions for membership in the Jazz Band are open to members of the Concert Band.

The University String Ensemble

The University String Ensemble is open to all students of the University. Ensemble members study and perform string literature of the various periods and styles. The ensemble meets once a week and presents one performance each semester.

All ensembles serve as laboratories for conducting, and, where applicable, accompanying. All applied music classes serve as laboratories for accompanying.

Degree Requirements for Music Business

The Bachelor of Arts in Music Business consists of a total of 122 credit hours, with the following requirements:

MUSIC THEORY

Music 143	Theory I	4 credit hours
Music 144	Theory II	4 credit hours

MUSIC HISTORY AND LITERATURE

Music 337	Music History and Literature	3 credit hours
Music 338	Music History and Literature	3 credit hours

APPLIED MUSIC (8 hours total program requirement)
4 credit hours required in Voice or Instrument
4 credit hours required in piano for Piano Proficiency

ENSEMBLES
7 credit hours required.

SENIOR PAPER
MUS 429 (Taken fall and spring—total 4 hrs. cr.)

MUSIC INTERNSHIP

MUS 439	Music Internship	3 credit hours

MUSIC BUSINESS CONCENTRATION REQUIREMENTS

MUS 331	Introduction to Music Business	3 cr. hrs.
MUS 332	Survey of Electronic Music	3 cr. hrs.
ACC 235	Principles of Accounting (I)	3 cr. hrs.
BUS 233	Business Statistics	3 cr. hrs.
ECO 231	Principles of Economics	3 cr. hrs.
BUS 330	Business Finance	3 cr. hrs.
BUS 335	Legal Environ. of Business/Ethics	3 cr. hrs.
MGT 333	Principles of Management	3 cr. hrs.
MKT 331	Principles of Marketing	3 cr. hrs.
TEL 332	Audio Production/Programming II	3 cr. hrs.

Degree Requirements for Sacred Music

The Bachelor of Arts in Sacred Music consists of a total of 126 credit hours, with the following requirements:

MUSIC THEORY

Music 143	Theory I	4 credit hours
Music 144	Theory II	4 credit hours
Music 243	Theory III	4 credit hours
Music 244	Theory IV	4 credit hours

MUSIC HISTORY AND LITERATURE

Music 337	Music History and Literature	3 credit hours
Music 338	Music History and Literature	3 credit hours

APPLIED MUSIC (12 hours total program requirement)
8 credit hours required in Voice or Instrument
4 credit hours required in piano for Piano Proficiency

ENSEMBLES
7 credit hours required.

SENIOR PAPER
MUS 429 (Taken fall and spring—total 4 hrs. cr.)

MUSIC INTERNSHIP

MUS 439	Music Internship	3 credit hours

SACRED MUSIC CONCENTRATION

MUS 333	Sacred Music Literature	3 credit hours
MUS 322	Conducting	2 credit hours
MUS 433*	Choral Methods	3 credit hours
or		
MUS 434	Instrumental Methods	3 credit hours
MUS 334	Hymnology	3 credit hours
MUS 325	Introduction to Music Ministry	2 credit hours
MGT 333	Principles of Management	3 credit hours
MUS 332	Survey of Electronic Music	3 credit hours

** Students elect either Choral or Instrumental Methods.*

Plus each student in Sacred Music is required to take 3 credit hours in voice, piano, or organ outside his or her major instrument as indicated below.

Major Instrument	Applied Music	3 credit hours
Voice	Organ or Piano	3 credit hours
Piano	Voice or Organ	3 credit hours
Other Instrument	Voice or Organ or Piano	3 credit hours

RELATED REQUIREMENTS for ALL MUSIC MAJORS

All music majors are required to:

1. attend music recitals and concerts on campus, including all student and faculty recitals, each semester;
2. perform in at least one student recital each year;
3. perform a jury demonstration each semester (required for applied music students);
4. participate in ensembles, with or without academic credit, during each semester of enrollment, with the exception of the internship semester;
5. complete successfully the piano proficiency requirement;
6. earn a minimum grade of C in all courses which count toward the major;
7. complete successfully the Senior Investigative Paper requirement.

THE MUSIC MINOR

A minor in music consists of twenty credit hours, including eight hours of theory, Music Theory I (four credit hours) and Music Theory II (four credit hours), six credit hours of music history and literature (Music 337 and Music 338), three credit hours of applied music, and three credit hours of approved electives.

SUGGESTED CURRICULUM FOR MUSIC BUSINESS MAJORS

First Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ORT 110	1	SPE 130	3
RHC 191	3	RHC 192	3
LS 130	3	CSC 131	3
MUS 143	4	MUS 144	4
MUS Ensemble	1	MUS Ensemble	1
MUS Major Instrument	1	MUS Major Instrument	1
MUS Piano	1	MUS Piano	1
LS 135	3		16
	17		

Second Year

MTH 131	3	MTH 132	3
LS 235	3	LS 237	3
FRE 131 or SPA 131	3	FRE 132 or SPA 132	3
MUS Ensemble	1	MUS Ensemble	1
MUS Major Instrument	1	MUS Major Instrument	1
MUS Piano	1	MUS Piano	1
PED (010-119)	1	ART, PHI, REL, MUS	3
HED 120	2	PED (010-119)	1
	15		16

Third Year

ENG 230	3	ECO 231	3
MUS 337	3	MUS 338	3
MUS Ensemble	1	MUS Ensemble	1
MUS 331	3	MUS 332	3
Accounting 235	3	BUS 233	3
MGT 333	3	BUS 335	3
	16		16

Fourth Year

BUS 330	3	MUS 439	3
MUS 429	2	MUS 429	2
MKT 331	3	Elective	3
TEL 332	3	Elective	3
MUS Ensemble	1	Elective	3
Elective	3		14
	15		

Total Hrs. 125

SUGGESTED CURRICULUM FOR SACRED MUSIC MAJORS

First Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ORT 110	1	SPE 130	3
RHC 191	3	RHC 192	3
LS 130	3	CSC 131	3
MUS 142	4	MUS 143	4
MUS Ensemble	1	MUS Ensemble	1
MUS Major Instrument	1	MUS Major Instrument	1
MUS Piano	1	MUS Piano	1
LS 135	3		16
	17		

Second Year

LS 235	3	LS 237	3
MTH 131	3	MTH 132	3
FRE 131 or SPA 131	3	FRE 132 or SPA 132	3
MUS 243	4	MUS 244	4
MUS Ensemble	1	MUS Ensemble	1
MUS Major Instrument	1	MUS Major Instrument	1
MUS Piano	1	MUS Piano	1
HED 121	2		16
	18		

Third Year

ENG 230	3	ART, PHI, REL, MUS	3
PE (010-119)	1	PE (010-119)	1
MUS 337	3	MUS 338	3
MUS Major Instrument	1	MUS Major Instrument	1
MUS Ensemble	1	MUS Ensemble	1
MUS 333	3	MUS 334	3
MUS 332	3	Voice, Piano, Organ	1
	15	MUS 325	2
			15

Fourth Year

MUS 429	2	MUS 429	2
MUS 322	2	MUS 439	3
MGT 333	3	Major Instrument	1
Major Instrument	1	Voice, Piano, Organ	1
MUS Ensemble	1	Elective	3
MUS 433	3	Elective	3
Voice, Piano, Organ	1	Elective	3
Elective	3		16
	16		

Total Hrs. 129

MUSIC THEORY

MUSIC 132 The Fundamentals of Music **Three credit hours**
A review course in basic musicianship, including the fundamentals of music and music theory. (Four class meetings per week.)

MUSIC 143 Music Theory I **Four credit hours**
The integrated study of written theory and harmony, keyboard harmony, aural theory, analysis, and literature. Prerequisite: demonstration of competencies in Music 132. Lecture: 3 hrs.; Lab: 2 hrs.

MUSIC 144 Music Theory II **Four credit hours**
A continuation of areas begun in Music 143. Prerequisite: demonstration of competencies required in Music 143. Lecture: 3 hrs.; Lab: 2 hrs.

MUSIC 243 Music Theory III **Four credit hours**
The advanced integrated study of the materials and literature of music. Prerequisite: demonstration of competencies required in Music 144. Lecture: 3 hrs.; Lab: 2 hr.

MUSIC 244 Music Theory IV **Four credit hours**
A continuation of areas begun in Music 243. Prerequisite: demonstration of competencies required in Music 243. Lecture: 3 hrs.; Lab: 2 hr.

MUSIC 427 Form and Analysis **Two credit hours**
A study of the small part forms through the larger part forms.

APPLIED MUSIC

Piano

MUSIC 113-114 Piano (Individual) **One credit hour**
Instruction to meet the needs of students at various stages of proficiency.

MUSIC 213-214 Piano (Individual) **One credit hour**
Additional technique and repertoire materials.

MUSIC 313-314 Piano (Individual) **One credit hour**
Continuation of advanced technique and literature.

MUSIC 413-414 Piano (Individual) **One credit hour**
Continuation of advanced technique and literature. Senior recital.

MUSIC 423-424 Piano (Individual) **Two credit hours**
Advanced study of technique and repertoire.

Organ

MUSIC 117-118 Organ (Individual) **One credit hour**
A course requiring students to demonstrate ability to play the piano fluently, to have a working knowledge of scales, triads, and arpeggios, and to sight-read accurately. Principles of organ touch and technique; preparatory manual and pedal studies; selected pieces from standard organ repertoire.

MUSIC 217-218 Organ (Individual) **One credit hour**
Advanced pedal and manual studies continued. Simple modulations at the organ; transpositions and improvisations; repertoire building continued.

MUSIC 317-318 Organ (Individual) — **One credit hour**
Continuation of previous course.

MUSIC 417-418 Organ (Individual) — **One credit hour**
Continuation of previous course.

Voice

MUSIC 115-116 Voice — **One credit hour**
Study of basic principles of voice production and a variety of solo materials. Development of poise and stage deportment.

MUSIC 215-216 Voice (Individual) — **One credit hour**
Continuation of Voice 115-116.

MUSIC 315-316 Voice (Individual) — **One credit hour**
Continuation of Voice 215-216.

MUSIC 415-416 Voice (Individual) — **One credit hour**
Continuation of Voice 315-316. Senior recital.

MUSIC 425-426 Voice (Individual) — **Two credit hours**
Advanced study of technique and repertoire.

Orchestral Instruments

MUSIC 610-611 String Class — **One credit hour**
A course for the beginner. Individual and ensemble playing of exercises, scales, arpeggios, and easy compositions.

MUSIC 612-613 Strings (Individual) — **One credit hour**

MUSIC 614-615 Strings (Individual) — **One credit hour**

MUSIC 616-617 Strings (Individual) — **One credit hour**

MUSIC 618-619 Strings (Individual) — **One credit hour**
A study of the technique and repertoire of the chosen instrument.

MUSIC 710-711 Woodwind Class — **One credit hour**
A course for the beginner. Individual and ensemble playing of exercises, scales, arpeggios, and easy compositions.

MUSIC 712-713 Woodwind (Individual) — **One credit hour**

MUSIC 714-715 Woodwind (Individual) — **One credit hour**

MUSIC 716-717 Woodwind (Individual) — **One credit hour**

MUSIC 718-719 Woodwind (Individual) — **One credit hour**
A study of the technique and repertoire of the chosen instrument. Senior recital.

MUSIC 720-721 Woodwind (Individual) — **One credit hour**
Advanced study of technique and repertoire.

MUSIC 810-811 Brass and Percussion Class — **One credit hour**
A course for the beginner. Individual and ensemble playing of exercises, scales, arpeggios, and easy compositions.

MUSIC 812-813 Brass and Percussion (Individual) One credit hour

MUSIC 814-815 Brass and Percussion (Individual) One credit hour

MUSIC 816-817 Brass and Percussion (Individual) One credit hour

MUSIC 818-819 Brass and Percussion (Individual) One credit hour
A study of the technique and repertoire of the chosen instrument. Senior recital.

MUSIC 820-821 Brass and Percussion (Individual) One credit hours
Advanced study of technique and repertoire.

MUSIC BUSINESS AND SACRED MUSIC

MUSIC 322 Conducting Two credit hours
A study of the technique of conducting instrumental and vocal groups.

MUSIC 323 Orchestration Two credit hours
A study of instruments of the orchestra, together with the practical study of the art of symphonic scoring.

MUSIC 325 Introduction to Music Ministry Two credit hours
Prepares students to meet requirements of leadership in music ministry by focusing on specific duties and responsibilities such as: implementing the total church music program; assisting and supervising church musicians and choir directors; preparing music budgets and reports; and working with choirs, the music committee, church boards and organizations. Required for all music majors with a concentration in sacred music.

MUSIC 331 Introduction to Music Business Three credit hours
An overview of the major areas of music business, including music merchandising, music copyright, contracts, and licensing laws, as well as recording industry production and distribution, and artist management is provided. Career options and development are also explored and qualified music-business professionals and performers serve as guest speakers. Field trips (individual and groups visits) to music merchandising, recording studios and other related music business sites are offered.

MUSIC 332 Survey of Electronic Music Three credit hours
An introduction to a variety of computer software used in electronic music and computer compositional techniques. Emphases are on hands-on instruction in the use of the computer to arrange or compose music; MIDI sequencing programs, digital audio recording and editing techniques and technologies; and electronic music styles and instruments. Prerequisites: MUS 143 and 144

MUSIC 334 Hymnology Three credit hours
An in-depth examination of the music and texts of hymns of various styles and genres. Emphases on performance practices of hymns; procedures for choosing hymns theologically and thematically compatible with liturgies, seasonal and special church services; musical analyses of selected hymn repertoire; and historical developments of congregational song to the present. Students present individual reports and papers on topics relating to the history and musical genres and styles of hymns. Required for all music majors with a concentration in sacred music. Prerequisites: MUS 143 and 144

MUSIC 432 Music in the School Curriculum Three credit hours
Principles, objectives, materials, and procedures for meeting the needs of the music teacher in the total school curriculum. The problems of organization, administration and teaching methods of the music teacher and supervisor in the elementary through the secondary school will be explored.

MUSIC 433 Vocal and Choral Methods **Three credit hours**
Study of the voice dealing with techniques of vocal production, vocal problems, vocal literature and techniques for teaching voice to students and adults. Methods, materials, rehearsal techniques, administration and other major choral problems will be studied.

MUSIC 434 Instrumental Methods **Three credit hours**
Study of methods, materials, techniques, organization, administration, equipment, marching band techniques and other major problems of instrumental teaching.

MUSIC 400 Senior Recital
Presentation of a program of music representing a variety of historical styles. Grading on a P/NP basis. Requirement fulfilled with a "P" grade only.

MUSIC 429 Independent Study or Seminar **Two credit hours**
Investigation of some aspect of music or music education. Taken fall and spring for the preparation and writing of the senior research paper.

MUSIC 439 Music Internship **Three credit hours**
Practical experience in the music profession appropriate for students with concentrations in either Music Business or Sacred Music. A minimum of 120 hours of work is required. Prerequisite: Permission of the department.

MUSIC LITERATURE AND HISTORY

MUSIC 130 Introduction to African American Music **Three credit hours**
An introduction to the history of black American music, composers, and musicians.

MUSIC 131† Introduction to Music Literature **Three credit hours**
An introduction to the history and literature of music. General Education course for all students.

MUSIC 333 Sacred Music Literature **Three credit hours**
Intensive study of selected church music literature, vocal and instrumental, including readings and analyses of anthems, cantatas, oratorios, arrangements of Negro spirituals and contemporary gospel music, organ and piano compositions. Students perform assigned musical works, and present individual reports and papers on topics relating to the style and history of the music. Required for all music majors with a concentration in sacred music. Prerequisites: MUS 143 and 144

MUSIC 337-338 Music History and Literature **Three credit hours**
A general survey of the development of music from primitive sources to the present day. These courses are designed for music majors.

ENSEMBLES

MUSIC 111-112 University Choir **One credit hour**
Performance of choral works from various historical periods. Membership by audition. May be repeated for credit.

MUSIC 119 University Swing Choir **One credit hour**
Performance of Broadway, jazz, popular, folk, ballads, and other musical genre. Membership by audition. May be repeated for credit.

MUSIC 210 University Marching Band **One credit hour**
Performance of popular music in various styles. Membership by audition. May be taken for credit or non-credit. May be repeated. Offered during the fall semester

MUSIC 211 University Symphonic Band **One credit hour**

Performance of concert music of various historical periods. May be taken for credit or non-credit. May be repeated. Offered during the spring semester.

MUSIC 212 Jazz Ensemble **One credit hour**

Performance of jazz compositions in a variety of styles. Membership by audition. May be repeated. Offered during the spring semester.

ART AND ART HISTORY

Art courses that serve as general education courses in the Liberal Studies program are indicated by a dagger (†) after the course number.

ART 130 Basic Design **Three credit hours**

A course designed to acquaint students with the basic skills for design principles of draftsmanship, color scheme, line quality, value scale, perspective, and compositional arrangement. Materials explored in this course: acrylic and water color paints, charcoal, black ink, graphite, and markers.

ART 133 Introduction to Drawing and Painting **Three credit hours**

A course designed to utilize the basic skills of draftsmanship. Placing emphasis on the use of form, line quality, linear organization, color harmony, modeling, compositional balance, and constructive critiquing. Materials explored in this course: acrylic and water color paints, charcoal, black ink, graphite, and markers.

ART 134 Afro-American Art History **Three credit hours**

A supplement to regular mainstream approaches in teaching American art history. Acquaints students with the distinguished creative output of persons of Afro-American backgrounds. Examines some two hundred years of black creative efforts.

ART 230 Art for the Elementary School **Three credit hours**

A discussion of skills which will facilitate art work in the elementary school. Emphasis on developing creative ability. Two two-hour class meetings each week.

ART 231† Art Appreciation **Three credit hours**

A survey of styles, themes, and movements in Western art beginning with prehistoric cave paintings to exploration of artistic developments in the mid-twentieth century.

DRAMA AND FILM

DRAMA 232 Introduction to Theatre **Three credit hours**

A comprehensive survey of history and theory of the theatre from classical to modern times. Emphasis on performance.

DRAMA 330 African-American Film History **Three credit hours**

African-American Film History is a historical and critical study of the Black image in American films from the silent era to the present as well as the history of Black commercial and independent filmmaking, including its production, distribution, and popular and critical reception. Students study select works representative of the major genres and eras in African-American film history.

DRAMA 332 Film Criticism **Three credit hours**

Study of the film as an art form. Viewing and criticism of short and longer subjects. Emphasis on contemporary film. The course includes extensive practice in writing reviews and criticism.

DRAMA 333 Drama Workshop **Three credit hours**

A practical course in the staging of plays. Attention given to acting, lighting, costuming, make-up, scene design, and other aspects of the art. Lecture and workshop. Open to all students interested in dramatics. May be repeated once for credit, but only three hours may be counted toward credit for the English major.

DRAMA 433 Modern Drama **Three credit hours**

Extensive reading and study in representative works of modern European and American dramatists. Attention given to purpose, theme, and techniques. (Same as English 433.)

THE DEPARTMENT OF NATURAL SCIENCES

The following courses are open to Natural Science majors interested in research careers:

NSC 110 Introduction to Laboratory Research **One credit hour**

A brief introduction to the nature and practices of laboratory research in the natural sciences. The nature of scientific inquiry, the formulation of research questions, the role of the scientific literature, and laboratory recordkeeping are some of the questions that will be considered. For Elective Credit Only.

NSC 130 Introduction to College Science **Three credit hours**

An overview of the content and processes of science. Focus on process skills and basic science concepts. For elective credit only.

NSC 220 Introduction to Laboratory Research Instrumentation **Two credit hours**

Introduction to the operating principles, theoretical basis, and data interpretation skills related to selected laboratory instrumentation. Lecture (15-20 total hours) and Laboratory (30-35 total hours). For Elective Credit Only.

NSC 310 Responsible Research Seminar **One credit hour**

The ethical and practical considerations involved in conducting research. General ethical guidelines will be developed and illustrated by case studies of scientific fraud drawn from the original literature. Other topics for possible inclusion are copyright infringement, proper crediting of work in publications, publication choices (paper, patent, etc.), animal and human subject use and the impact of information technology on the responsible conduct of research. This course is offered Fall, Spring, and Summer as demand exists. Prerequisite: Consent of Department.

Major programs offered in biology, chemistry, general science, nursing, and pre-pharmacy.

GENERAL SCIENCE MAJOR

The General Science major provides opportunities for indisciplinary approaches to the study of mathematics and the sciences at the undergraduate level. The goals of the program are:

1. To provide opportunities for students to acquire knowledge of fundamental concepts, problems and methods of inquiry in areas of biological and physical sciences, and mathematics and computer science;

2. To provide opportunities for students to prepare for professional careers as laboratory and research assistants, and other support positions in the science and health fields;
3. To provide opportunities for students to prepare for entry into professional schools of medicine, dentistry, and pre-pharmacy.

A major in general science is offered with a concentration in one of four areas: biology, chemistry, computer science or math-physics. The major in general science consists of introductory courses in biology, chemistry, mathematics, computer science, and physics, plus fifteen (15) hours in courses above the introductory level in the area of concentration, and three hours of course work above the introductory level in another of the three remaining areas. The introductory courses in each area are: Biology (143 and 144), Chemistry (131, 132, 111 and 112), Mathematics 137 and 138 or higher sequence, Computer Science 131 and 132 or higher sequence, and Physics 241 and 242. General science majors with a concentration in biology, chemistry or math-physics are not required to take LS 135.

Students majoring in the Natural Sciences are required to take an entrance exam prior to their admission to the biology or chemistry major curriculum. This exam is prepared and graded by JCSU science faculty and the results discussed with each student by the department chair. Final placement in either NSC 130 or in botany or zoology and/or general chemistry and lab is decided by the chairperson after due consideration of student performance on the entrance exam, discussion with other science faculty, and possible consideration of other factors such as SAT scores and high school grades.

BIOLOGY MAJOR

A major in biology requires a minimum of thirty-two credit hours in biology; these thirty-two hours must include Biology 143, 144, 241, 242, 312, 340, 342, 431 and 440. A grade of "C" or better is required in each course to satisfy graduation requirements. Biology majors are not required to take LS 135.

The biology major also requires thirty credit hours in related science and mathematics courses; these courses are Chemistry 111, 131, 112, 132, 211, 231, 212, 232, Mathematics 137, 138, and Physics 241, 242. It is strongly recommended that majors complete Mathematics 438 and Mathematics 241. In all supporting courses listed above, a minimum grade of "C" is required.

A minor in biology requires eighteen credit hours of biology courses which include ten credit hours in courses above the 100-level. A grade of "C" or better is required in all courses counting toward a minor.

BIOLOGY 142 Concepts of Modern Biology **Four credit hours**

A study of the major concepts which form the basis of modern biology. These include evolution, taxonomy, cell theory, development and differentiation, Mendelian genetics, molecular genetics, and ecology. The course will provide a survey of these areas with an emphasis on the historical development of each area, their practical role in biology today and how they integrate among themselves and with the other natural sciences to create a functional, understandable biosphere. This course is intended as an introduction to general biology for physical education, psychology, and social work majors. This course does not count toward the biology major or minor or the general science major. For students majoring in these areas this course also serves as a prerequisite. Lectures: three hours a week. Laboratory: three hours a week.

BIOLOGY 143 General Zoology **Four credit hours**

A study of the structures, function, environmental relationship, origin, and development of animals. Prerequisite: Placement in MTH 137 or higher, or passing score on departmental placement exam, or approval of department head. Lectures: two hours a week. Laboratory: 3 hours a week.

BIOLOGY 144 General Botany **Four credit hours**

A study of the morphology, physiology, heredity, and evolution of plants, including a survey of the plant kingdom. Emphasis on life cycles. Prerequisite: Placement in MTH 137 or higher, or passing score on departmental placement exam, or approval of department head. Lectures: two hours a week. Laboratory: four hours a week.

BIOLOGY 240 Human Anatomy and Physiology **Four credit hours**

A study of the basic structure and functions of man, both descriptive and experimental. Prerequisite: Biology 142 or equivalent. Fulfills requirements for the physical education major and the social work major. Lectures: three hours a week. Laboratory: two hours a week.

BIOLOGY 241 Cell Biology **Four credit hours**

A detailed study of the structure, organization, physiological activities, and evolution of plant and animal cells. Prerequisites: Biology 143 and 144. Lectures: two hours a week. Laboratory: three hours a week.

BIOLOGY 242 Ecology **Four credit hours**

Relationships between organisms and their environment. Emphasis on the climatic, edaphic, physiographic, and biotic principles involved. Prerequisites: Biology 143 and 144. Lectures: two hours a week. Laboratory: four hours a week. Field trips and a student project are included in the laboratory.

BIOLOGY 243 Comparative Anatomy **Four credit hours**

A general study of various vertebrate types, including mammals. A detailed laboratory study of the gross anatomy of a specimen of fish, amphibian, and mammal. Prerequisites: Biology 143 and 144. Lectures: three hours a week. Laboratory: three hours a week.

BIOLOGY 312 Scientific Writing **One credit hour**

Resource materials in the biological sciences will be reviewed and discussed with emphasis on the technicalities of scientific writing. Each student will select a Senior Paper topic or project and produce a prospectus. The student must choose a Senior Paper advisor. A minimum of 16 Biology credits required.

BIOLOGY 313-314 Biochemistry Laboratory I & II **One credit hour**

Focus will be on methods of isolation of amino acids, proteins, and enzymology (activity and inhibition structures). An overview of the processes of protein sequencing will also be included. Prerequisite: Chemistry 232 and 212. Corequisite: Biology 333. Laboratory: four hours a week.

BIOLOGY 331 Laboratory Techniques **Three credit hours**

An interdisciplinary course in laboratory methods which will include chromatography, electrophoresis, spectrophotometry, and electroanalytic methods. Designed for students interested in medicine, dentistry, or allied health professions. Prerequisites: Biology 241 and 242. Chemistry 111, 112, 131, and 132. Corequisite: Physics 241. Lecture: one hour a week. Laboratory: three hours a week.

BIOLOGY 333-334 Biochemistry **Three credit hours**

This course consists of an overview of the chemistry of life. This will encompass identification of the basic classes of chemical compounds which include proteins, carbohydrates, lipids, and nucleic acids. Emphasis will be placed on structure function relationship. Prerequisite: Chemistry 232 and 212. Lectures: three hours a week.

BIOLOGY 335 Theories and Mechanisms of Evolution **Three credit hours**

A survey of historical and modern theories of evolution ranging from the ideas of the Greeks through Darwin to modern theories and studies. Literature of original authors is read, and discussed and criticized. Authors include Aristotle, Buffon, Agassiz, Lamarch, Darwin, Wallace, Mayr, Dobzhansky, Wilson, Gould, and others. *The Voyage of the Beagle* and *Origin of Species* are studied to note Darwin's methods of study and his reasoning in arriving at the Theory of Natural Selection. Recent papers concerning evolutionary theory are studied and discussed. Prerequisites: Biology 143 and 144.

BIOLOGY 340 Integrated Physiology **Four credit hours**

An analysis of processes by which vertebrates and invertebrates maintain, regulate, and perpetuate their structural and functional integrity. Prerequisites: Biology 241 and 242, Chemistry 232 and 212. Biology 243 recommended. Lectures: two hours a week. Laboratory: three hours a week.

BIOLOGY 342 Microbiology **Four credit hours**

An introduction to the study of microorganisms. Special emphasis on their relationship to man. Prerequisites: Biology 241 and 242. Organic Chemistry recommended. Lectures: two hours a week. Laboratory: three hours a week.

BIOLOGY 343 Histology **Four credit hours**

Instruction in the technique of preparing tissues for microscopic observation. The examination and detailed study of various tissues. Prerequisites: Biology 241 and 242. Lectures: two hours a week. Laboratory: three hours a week.

BIOLOGY 345 Embryology **Four credit hours**

A study of the development process in animals. Special reference to the frog, chick, pig, and man. Prerequisites: Biology 241 and 242. Lectures: two hours a week. Laboratory: three hours a week.

BIOLOGY 411-412 Seminar **One credit hour**

Independent work on recent findings of some aspect of biology. Prerequisite: must be a senior or have approval of the seminar coordinator.

BIOLOGY 430 Research Problems in Biology **Three credit hours**

Independent or team work in laboratory investigation of some aspect of biology. Progress reports, discussions, and presentation of results. Work permitted to extend over several semesters. May be repeated for credit upon approval of the Department Chair. Prerequisite: approval by chairman.

BIOLOGY 431 Research for Senior Paper **Three credit hours**
Independent investigation into the selected topic of the Senior Paper. Prerequisite: Biology 312.

BIOLOGY 440 Genetics **Four credit hours**
The transfer of hereditary characteristics studied at the molecular, organismic, and species levels. Biology 340 and 342. Mathematics 438 recommended. Lectures: two hours a week. Laboratory: three hours a week.

BIOLOGY 490 Internship in Biology **Three credit hours**
A supervised internship with hands on experiences in a professional environment which will provide the student with exposure to the job market. The student will be required to formally present a detail description of his/her work activities and experiences. A minimum of 120 hours must be completed for three credit hours. May be repeated for credit. Departmental approval required.

BIOLOGY 499 Special Topics in Biology **Three credit hours**
Seminar and/or laboratory course requiring advance reading in the scientific literature. A current topic selected by the instructor will be the focus for the semester. May be repeated for credit.

SAMPLE CURRICULUM FOR BIOLOGY MAJORS
(Bachelor of Science Degree)

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
MTH 137	3	MTH 138	3
RHC 191	3	RHC 192	3
CHE 131	3	CHE 132	3
CHE 111	1	CHE 112	1
BIO 143 or 144	4	BIO 144 or 143	4
ORT 110	1	PED (010-119)	1
	15		15

Sophomore Year

CHE 231	3	CHE 232	3
CHE 211	1	CHE 212	1
BIO 241/242	4	BIO 242/241	4
FRE or SPA 131	3	FRE or SPA 132	3
ENG 230	3	LS 235 or SPE 130	3
PED (010-119)	1	CSC 131	3
LS 130	3		17
	18		

Junior Year

BIO 340/342	4	BIO 340/342	4
SPE 130 or LS 235	3	HED 121	2
PHY 241	4	BIO 312	1
ART, MUS, PHI or REL 131	3	PHY 242	4
LS 237	3	BIO Elective	3
	17		14

Senior Year

BIO 440	4	BIO Elective	4
BIO Elective	4	Elective	8
BIO 431	3		12
Elective	3		
	14		
		Total Hrs.	**122**

CHEMISTRY MAJOR

The major in chemistry requires a minimum of thirty-eight credit hours consisting of Chemistry 111, 112, 131, 132, 211, 212, 231, 232, 322, 343, 344, 411-412, 431-432, 420 and 422. In addition to these Chemistry courses, Physics 241-242 or 243-244, three (3) credits above the CSC 131 level, and Mathematics 241-242 or higher mathematics courses are also required. In all of the above specified courses a minimum grade of "C" is required for graduation. A minor in chemistry requires a minimum of eighteen credit hours of chemistry courses which must begin with Chemistry 111, 112, 131, 132. The above Physics listings are also required for the minor. Chemistry majors are not required to take LS 135.

CHEMISTRY 111 General Chemistry Laboratory I **One credit hour**
Laboratory course to accompany Chemistry 131. Corequisite: Chemistry 131 or consent of department. Four hours of lab per week.

CHEMISTRY 112 General Chemistry Laboratory II **One credit hour**
Laboratory course to accompany Chemistry 132. Prerequisite: Chemistry 111 and 131. Corequisite: Chemistry 132 or consent of department. Four hours of lab per week.

CHEMISTRY 131 General Chemistry I **Three credit hours**
A discussion of the fundamental principles of chemistry in relation to the physical and chemical properties of the metallic and nonmetallic elements and their compounds. Prerequisite: Placement in MTH 137 or higher, or passing score on departmental placement exam, or approval of department head. Three lectures a week.

CHEMISTRY 132 General Chemistry II **Three credit hours**
A continuation of Chemistry 131. Prerequisites: Chemistry 131. Corequisite: Chemistry 112 or consent of department. Three lectures a week.

CHEMISTRY 211 Organic Chemistry Laboratory I **One credit hour**
Laboratory course to accompany Chemistry 231. An introduction to basic techniques of the organic chemistry laboratory plus exploration into organic synthesis, purification and spectral analysis. Prerequisites: Chemistry 112 and 132. Corequisite: Chemistry 231 or consent of department. Four hours of lab per week.

CHEMISTRY 212 Organic Chemistry Laboratory II **One credit hour**
Laboratory course to accompany Chemistry 232. An introduction to basic techniques of the organic chemistry laboratory plus exploration into organic synthesis, purification and spectral analysis. Prerequisites: Chemistry 211 and 231. Corequisite: Chemistry 232 or consent of department. Four hours of lab per week.

CHEMISTRY 231 Organic Chemistry I **Three credit hours**
A study of the fundamental principles of Organic Chemistry as illustrated by reaction mechanisms and their products, functional group reactions and preparations, and syntheses of and within both aliphatic and aromatic systems. Prerequisites: Chemistry 132. Three lectures a week.

CHEMISTRY 232 Organic Chemistry II **Three credit hours**

A continuation of Chemistry 231. Prerequisite: Chemistry 231. Three lectures a week.

CHEMISTRY 313-314 Biochemistry Laboratory I & II **One credit hour each**

Laboratory courses to accompany Chemistry 333-334. Prerequisites: Chem 212, 232. Four hours of laboratory a week.

CHEMISTRY 322 The Literature of Chemistry **Two credit hours**

Review and discussion of resource materials as they pertain to chemistry. Emphasis will be placed on the writing and speaking skills necessary to produce a written paper in the form of a typical journal article and to present a seminar on a research topic. This is a required course for the Senior Investigative Paper. Two lectures each week.

CHEMISTRY 343 Analytical Chemistry **Four credit hours**

The theory and practice of analytical measurements as applied to volumetric and gravimetric determinations. Prerequisites: Chemistry 212 and 232 or consent of department. Three lectures and four hours of laboratory a week.

CHEMISTRY 344 Instrumental Analysis **Four credit hours**

A discussion of the theoretical principles and applications of modern chemical instrumentation including spectroscopic, chromatographic and electrochemical techniques. Appropriate experiments to complement the discussion. Prerequisites: Chemistry 212, 232 and 343 or consent of department. Three lectures and four hours of laboratory a week.

CHEMISTRY 331 Inorganic Chemistry **Three credit hours**

A study of the theoretical and descriptive aspects of inorganic chemistry, emphasizing the relationships between atomic and molecular structure and chemical and physical properties. Prerequisite: Chemistry 231. Lecture three times a week.

CHEMISTRY 333 Biochemistry I **Three credit hours**

A study of the biochemical processes and molecular reactions occurring in living systems, including a study of carbohydrates, lipids, proteins, metabolic reactions and accompanying energy considerations. Prerequisites: Chemistry 231 or consent of the department. Lecture three hours a week.

CHEMISTRY 334 Biochemistry II **Three credit hours**

A continuation of Chemistry 333. Prerequisites: Chemistry 333. Lecture three hours a week.

CHEMISTRY 411-412 Selected Experiments in Physical Chemistry
One credit hour each

Laboratory courses to accompany chemistry 431-432. Four hours of laboratory a week.

CHEMISTRY 420 Chemistry Seminar **Two credit hours**

Presentation and discussion of selected topics from the major areas of chemistry. Oral and written reports required. Prerequisite: consent of department. May be repeated for credit.

CHEMISTRY 422 Laboratory Projects in Chemistry **Two credit hours**

Laboratory investigation designed to allow the student to become more actively involved in chemical research either by participating in faculty designed projects or by pursuing individual interests approved by the staff. Prerequisite: consent of the department. May be repeated for credit. Credit for this coure can also be earned by outside research in industry, government, or academic settings.

CHEMISTRY 430 Advanced Organic Chemistry **Three credit hours**

Topics of interest in theoretical and practical organic chemistry, including mechanisms, reactions and synthetic methods. Heterocyclic chemistry included. Prerequisite: Chemistry 232. Lecture three hours a week.

CHEMISTRY 431 Physical Chemistry **Three credit hours**

The principles of chemistry as applied to the properties and behavior of gases, liquids, solids and solutions. The basic principles of Thermodynamics, Quantum Mechanics, and Kinetics and their applications to chemical and biochemical systems. Prerequisites: Chemistry 132, Mathematics 241 and Physics 242 or 244. Lecture three hours a week.

CHEMISTRY 432 Physical Chemistry II **Three credit hours**

A continuation of Chemistry 431. Prerequisite: Chemistry 431. Lecture three hours a week.

CHEMISTRY 490 Internship **Three credit hours**

A supervised internship with hands on experiences in a professional environment which will provide the student with exposure to the job market or graduate school. The student will be required to formally present a detailed description of his/her work activities and experiences. A minimum of 120 hours must be completed for three credit hours. May be repeated for credit. Departmental approval required.

CHEMISTRY 499 Special Topics in Chemistry **Three credit hours**

Seminar, discussion and/or laboratory course requiring advanced reading in the scientific literature. A current topic selected by the instructor will determine the focus for the semester. May be repeated for credit.

SAMPLE CURRICULUM for CHEMISTRY MAJORS
(Non Honors College)

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
CHE 131	3	CHE 132	3
CHE 111	1	CHE 112	1
MTH 137	3	MTH 138	3
RHC 191	3	RHC 192	3
LS 130 or CSC 131	3	CSC 131 or LS 130	3
For. Lang. 131	3	For. Lang. 132	3
ORT 111	1		16
	17		

Sophomore Year

CHE 231	3	CHE 232	3
CHE 211	1	CHE 212	1
MTH 241	4	MTH 242	4
PHY 241 or 243	4	PHY 242 or 244	4
SPE 130 or LS 235	3	LS 235 or SPE 130	3
PED (010-119)	1	PED (010-119)	1
	16		16

Junior Year

CHE 343	4	CHE 344	4
CSC or LS 237	3	CSC or LS 237	3
Elective	3	Elective	3
ENG 230	3	CHE 322	2
ART, MUS, PHI or REL	3	HED 121	2
	16		14

Senior Year

CHE 431	3	CHE 432	3
CHE 411	1	CHE 412	1
CHE 422 OR 420	2	CHE 420	2
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
	15		15

Total Hrs. 125

Some Recommended Electives which would enhance the major:

Calculus III:
Differential Equations
Computer Science Courses
Advanced Organic Chemistry
Biochemistry
Inorganic Chemistry

COMPREHENSIVE SCIENCE EDUCATION MAJOR

The requirements for the Bachelor of Science in Science Education include a 30-hour professional education core (EDU 220, PSY 237, PSY 239, EDU 296, EDU 330, EDU 395, EDU 312, EDU 491). Students must also complete 8 hours of Science Education Courses (SCE 331, SCE 332, SCE 420) and 36 hours of Science Core Courses (BIO 143, 144, 241, 242; CHE 111, 112, 131, 132, 211, 231; and PHYS 241-242 or 243-244). An additional ten hours of science courses must be taken as either a concentration in Biology (from BIO 243, 331, 335, 340, 342, 343, 499) or a concentration in Chemistry (from CHE courses numbered 200 or higher except CHE 420). Students also have 6 hours of free electives. The requirements for Science Education include MATH 137-138. Science Education majors are not required to take LS 135.

SCIENCE EDUCATION 331 Teaching Secondary Level Science Three credit hours

A course team-taught by one faculty member from the Biology Department and one faculty member from the Chemistry and Physics Department. A survey of methods recognized as successful in engaging high school students in the study of science will be presented, including methods for laboratory instruction and computer-based instruction. Evaluation methodologies will be discussed. Students will develop and present instructional materials as part of this class. Student presentations will be videotaped and used for formative evaluation.

SCIENCE EDUCATION 332 Research and Research Methods in Science Education Three credit hours

An introduction to the methods of, and conclusions drawn from, science education research. The course will be taught largely using selected recent papers from science education journals. Students will make presentations regarding these papers, write

summaries of these papers, and be tested on their content. Students will develop a brief proposal for their Senior Investigative Paper, and select and gain approval of a science faculty advisor for that paper. Prerequisite: SCE 331.

SCIENCE EDUCATION 420 Science Education Seminar Two credit hours

Students, JCSU Faculty, and invited external speakers will present recent work in science education. Students enrolled in the course will make final presentations of their Senior Investigative Paper project in this course. Students enrolled in the course will also be tested over the content of all seminars. Prerequisite: SCE 332.

CURRICULUM FOR SCIENCE EDUCATION MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130 or CSC 131	3	LS 130 or CSC 131	3
RHC 191	3	RHC 192	3
Foreign Language 131	3	Foreign Language 132	3
MATH 137	3	MATH 138	3
PED activity (110-119)	1	BIO 144	4
BIO 143	4	HED 121	2
ORT 111	1		18
	18		

Sophomore Year

BIO 241	4	BIO 242	4
ENG 230	3	LS 235	3
PSY 237	3	PSY 239	3
ED 220	2	CHE 132	3
CHE 131	3	CHE 112	1
CHE 111	1	SPE 130	3
PED activity (110-119)	1		17
	17		

Junior Year

SCE 331	3	SCE 332	3
ED 395	3	ED 330	3
ED 312	1	PHYS 242 or 244	4
CHE 231	3	PSY 296	3
CHE 211	1	(+ 3-4 hr Science	
(+ 3 hr Science concentration		concentration selection)	3-4
selection or free elective)	3		16-17
	14		

Senior Year

SCE 420	2	ED 492 (12 hr)	12
LS 237	3		12
(+ 3-7 hr Science	3-7		
concentration selection)			
(+3-6 hr free electives)	3-6		
(+ 3 hr Group A/B selection)	3		
	14-18		
		Total Hrs.	**126-131**

JCSU/QUEENS COLLEGE General Science/Nursing Curriculum

The General Science/Nursing curriculum at Johnson C. Smith University provides a career option for science students. Upon successful completion of the program, students will be awarded the B.S. in General Science from JCSU and at the same time the B.S. in Nursing from Queens College. The Bachelor of Science in Nursing prepares students for entry-level positions in professional nursing and for graduate school.

SUGGESTED CURRICULUM GUIDE FOR GENERAL SCIENCE/NURSING

First Year (JCSU)

Fall Semester	Credit Hours	Spring Semester	Credit Hours
MTH 137	3	MTH 138	3
RHC 191	3	RHC 192	3
CHE 131	3	CHE 132	3
CHE 111	1	CHE 112	1
BIO 143 or BIO 144	4	BIO 143 or BIO 144	4
ORT 110	1	PED (Activity)	1
PED (Activity)	1		15
	16		

Second Year (JCSU)

CHE 231	3	Foreign Language	3
CHE 211	1	LS 235	3
Foreign Language	3	CSC 131	3
ENG 230	3	PHY 242	4
LS 130	3	PSY 131	3
PHY 241	4	HED 121	2
	17		18

Third Year (JCSU & Queens College)

LS 237	3	SPE 130	3
ART or MUSIC	3	CSC 132	3
BIO 111	3	BIOL 112	4
BIO 111L	1	NURS 202	3
NURS 201	3	NURS 203	4
NURS 205	3		17
	16		

Summer (Queens)

BIOL 120	4
NURS 204	3
PSY 304	3
	10

Fourth Year (Queens)

NURS 303	9	NURS 315	9
NURS 307	4	Math 206	3
Math 206	3	or	
or		PSYC 320	
PSYC 320			12
	16		

Fifth Year (Queens)

NURS 400*	3	NURS 402	6
NURS 410	3	NURS 452	2
NURS 498	4	NURS 499	2
Elective	2	Elective	2
	12		12
		Total Hrs.	**161**

**Senior Paper Course*

PRE-PHARMACY DUAL DEGREE PROGRAM

Johnson C. Smith University offers a dual-degree program in Science and Pharmacy in conjunction with Howard University of Washington, DC. A student may pursue a Bachelor of Science degree in either Biology or Chemistry over a three-year period at Johnson C. Smith and then transfer to Howard University College of Pharmacy and Pharmaceutical Sciences to complete the pharmacy training. Upon successful completion of the first year courses at Howard, the student will receive a Bachelor of Science degree from Johnson C. Smith and continue on for a Doctor of Pharmacy degree at Howard.

Biology/Pre-pharmacy

In addition to the general education courses required for this particular BS degree from Johnson C. Smith, the major requirements also include Biology 143, 144, 241, 242, 312, and 440. In support of this Pre-pharmacy opportunity, eight credits of General Chemistry, eight credits of Organic Chemistry and eight credits of Physics are also required. A specific admission requirement of the pharmacy school is one semester of Calculus I (MTH 241, 4 credits).

Chemistry/Pre-pharmacy

In addition to the general education courses required for this particular BS degree from Johnson C. Smith, the major requirements also include Chemistry 111-2, 131-2, 211-2, 231-2, 343-4, 322, 411 and 431, eight credits of Physics, eight credits of Calculus and six credits of Computer Science. In support of this Pre-pharmacy opportunity, Biology 143 and Biology 144 are also required.

For descriptions of the courses mentioned above, consult the appropriate departmental offerings. Example curricula for both Pre-pharmacy opportunities follow.

EXAMPLE CURRICULUM for BIOLOGY/PRE-PHARMACY MAJORS

Initial non-Calculus Placement

First Year (JCSU)

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 143*	4	BIO 144*	4
MTH 137	3	MTH 138	3
RHC 191	3	RHC 192	3
LS 130*	3	CSC 131*	3
HED 121*	2	SPE 130*	3
ORT 111	1	PED*	1
	16		17

Second Year (JCSU)

BIO 241	4	BIO 242	4
CHE 131	3	CHE 132	3
CHE 111	1	CHE 112	1
MTH 241	4	PED*	1
For Lang	3	For Lang	3
LS 235*	3	LS 237*	3
	18		15

Third Year (JCSU)

ENG 230*	3	BIO 312	1
ART, MUS, REL or PHI*	3	BIO 440	4
CHE 231	3	CHE 232	3
CHE 211	1	CHE 212	1
PHY 241	4	PHY 242	4
	14		13

** May reverse semesters*

Howard University First Year

900-168 Hum Anat/Physiology **	4	908-101 General Physiology **	4
901-101 General Biochemistry **	4	550-116 Biomedicinal Chemistry	3
903-112 Microbiology/Immunology **	4	550-122 Pharm Sciences Lab	1
550-111 Pharmaceutical Math	3	550-112 Physical Pharmacy	3
551-101	3	551-102 Contemp Pharm Prac. **	3
	18	551-132 Pharmacy Management	3
			17
		Total Hr.s.	**128**

*** Accepted for JCSU Biology Major Credit (19 Cr. Hrs.).*

EXAMPLE CURRICULUM for CHEMISTRY/PRE-PHARMACY MAJORS

Initial non-Calculus Placement

First Year (JCSU)

Fall Semester	Credit Hours	Spring Semester	Credit Hours
CHE 131	3	CHE 132	3
CHE 111	1	CHE 112	1
MTH 137	3	MTH 138	3
RHC 191	3	RHC 192	3
LS 130*	3	CSC 131*	3
PED*	1	PED*	1
HED 121*	2	SPE 130*	3
ORT 111	1		17
	17		

Second Year (JCSU)

CHE 231	3	CHE 232	3
CHE 211	1	CHE 212	1
MTH 241	4	MTH 242	4
PHY 241	4	PHY 242	4
For Lang	3	For Lang	3
LS 235*	3	LS 237*	3
	18		18

Third Year (JCSU)

CHE 343	4	CHE 344	4
CHE 431	3	CHE 322	2
CHE 411	1	CSC *	3
BIO 143*	4	BIO 144*	4
ENG 230*	3	ART, MUS, REL or PHI*	3
	15		16

** Not semester specific*

Howard University First Year

900-168 Hum Anatomy/Physiology	4	908-101 General Physiology	4
901-101 General Biochemistry **	4	550-116 Biomedicinal Chemistry **	3
903-112 Microbiology/Immunology	4	550-122 Pharm Sciences Lab. **	1
550-111 Pharmaceutical Math	3	550-112 Physical Pharmacy **	3
551-101 Drugs and Society	3	551-102 Contemp Pharm. Pract.	3
	18	551-132 Pharmacy Management	3
			17
		Total Hrs.	**136**

*** Accepted for JCSU Chemistry Major Credit (11 Cr. Hrs.).*

PREPROFESSIONAL OPPORTUNITIES IN THE SCIENCES

Premedical and Predental Programs

All courses required for preparation for medical and dental school are offered at Johnson C. Smith University. A student may major in any area of study, but the Health Careers Committee recommends a major in biology or chemistry. The following courses are usually required for admittance to most medical schools: biology, two semesters; chemistry (general and organic), four semesters; physics, two semesters. Other specific courses are required by some medical schools. Academic advisors and Health Careers Committee will aid students in arranging their programs.

DEPARTMENT OF PSYCHOLOGY

The Department of Psychology seeks to provide students with opportunities for intellectual, professional, and personal development through academic course offerings and Department-sponsored support activities. Consistent with the spirit of the University's statement of purpose, the Department strives to provide students with those conditions which are most likely to foster each individual's overall growth and development. In accordance with this goal, attention is given not only to the mastery of subject matter, but also — and perhaps more importantly — to the mastery of the skills involved in learning *how to learn*, with particular focus on the scientific method.

The curriculum emphasizes the scientific nature of Psychology, which is defined as *the science of behavior and mental processes*. As students progress through the curriculum, they gain the background information and skills necessary to understand existing knowledge in the discipline and to pursue and extend that existing knowledge. The core of required courses is designed to provide a foundation that will prepare students well for the job market or graduate study. A great deal of flexibility is allowed in selecting other major courses so that students have the ability to fit the curriculum to their specific future plans.

Department activities support students in career/graduate study explorations and in making appropriate course selections from the curriculum. Opportunities to learn and enhance computer skills; to engage in Service Learning; to pursue research experiences and internships at major research universities, in industry, and in educational and human-services settings; and to participate in discipline-related Honor Societies; all contribute to students' intellectual development, assist them in their professional development, and foster their personal growth.

Thus the Department's program is specifically designed to:

a. equip majors and minors with a solid general background in psychology which will allow them to compete successfully for and to complete opportunities in graduate studies in the field;

b. equip majors and minors with those relevant subject matter skills which will prepare them for graduate level work in other related disciplines;

c. prepare students anticipating immediate entrance into the job market upon graduation with marketable skills.

A major in psychology consists of thirty-three (33) credit hours which, in addition to Psychology 131, must include Psychology 132, 233, 333, 430, and two of the following "cafeteria" courses: Psychology 234, 330, 332, 338, 339 and 435. The remaining credits will consist of free electives from the psychology curriculum.

A minimum grade of C must be earned in all psychology courses that count toward the major.

An additional requirement for majors is completion of one of the following:

a. a second *year* of a selected foreign language (a liberal studies requirement mandates the first year)

or

b. Computer Science 132 *and* 231

or

c. Psychology 234 *and* 334.

The student may choose to pursue any *one* of these three options.

A minor in psychology consists of eighteen (18) credit hours which, in addition to Psychology 131, must include Psychology 132 and two of the following courses: Psychology 233, 330, 332, 333 (corequisite 233), 338 and 435. Electives make up the remaining credits.

PSYCHOLOGY 131 General Psychology **Three credit hours**

A course designed to provide an understanding of behavior through the study of growth and development, motivation, emotion, learning, personality, intelligence, and other related topics. FALL and SPRING SEMESTERS.

PSYCHOLOGY 132 Research in Psychology **Three credit hours**

A survey of research-based studies that have had a profound influence on the field of psychology. This course emphasizes use of the scientific method in the study of human behavior. It concentrates on the disciplined, rigorous, systematic methods employed in important research across several areas of psychology and provides a framework for understanding psychological research. Prerequisite: Psychology 131, "C" or better. FALL and SPRING SEMESTERS.

PSYCHOLOGY 230 Psychology of the Exceptional **Three credit hours**

An examination of psychological approaches to understanding exceptional children. Emphasis is placed on applications to educational settings. (Same as Education 296) Prerequisite: Psychology 131. SPRING SEMESTER.

PSYCHOLOGY 233 Descriptive and Predictive Statistics **Three credit hours**

Basic statistical concepts and procedures used in social and behavioral research. Emphasis on data classification, data organization, graphing, distribution description, central tendency, dispersion, z-scores, the Normal Distribution, probability, coefficients of association, coefficient of determination, prediction. (Use of computer for all procedures) Colisted as Sociology 233, Social Science 233). Prerequisite CSC 131 and 6 hours of math,"C" or better. FALL and SPRING SEMESTERS.

PSYCHOLOGY 234 Inferential Statistics **Three credit hours**

Statistical procedures and interpretation for causal inference of experiment results. One and two tailed z-tests, t-tests, analysis of variance, and chi square. (Use of computer for all procedures) Prerequisite: Psychology 233,"C" or better). SPRING SEMESTER.

PSYCHOLOGY 235 Psychology of Childhood **Three credit hours**

A study of the development of children from conception to adolescence. The biological factors and social forces that affect the growing child are dealt with, as are cognitive and moral development, learning, maturation and family relationships. Prerequisite: Psychology 131. FALL SEMESTER.

PSYCHOLOGY 237 Psychology of Adolescence **Three credit hours**

The psychology of behavior arising from the problems peculiar to the transitional period between childhood and maturity. Prerequisite: Psychology 131. FALL SEMESTER.

PSYCHOLOGY 239 Educational Psychology **Three credit hours**

A study of the theories of education and the principles of classroom learning. Concepts dealing with the acquisition of knowledge and interpersonal social relations are emphasized. The practical applications of these principles are incorporated. Prerequisite: Psychology 131. SPRING SEMESTER.

PSYCHOLOGY 330 The Psychology of Learning **Three credit hours**

A study of the facts and theories of human and animal learning. Prerequisite: Psychology 131. FALL and/or SPRING SEMESTERS.

PSYCHOLOGY 331 Black Psychology **Three credit hours**

A study of the historical development of Black Psychology, the conceptual paradigms, cultural themes, and psychological constructs to understand the feelings and behaviors of African Americans and the empirical data collected and analyzed in professional journals. (Colisted as African American Perspectives 537). SPRING SEMESTER

PSYCHOLOGY 332 The Psychology of Perception **Three credit hours**

A study of the basic phenomena of perception as determined by conditions in the external situation and within the perceiver. Prerequisite: Psychology 131. FALL and/or SPRING SEMESTERS.

PSYCHOLOGY 333 Experimental Research Methods **Three credit hours**

An introduction to the theory, methods, and techniques of experimental psychology with an emphasis on developing hypotheses, operational definitions, and predictions, developing methods of testing predictions, and interpretation of expected results. Students will work together as teams to conduct demonstration research projects. Further emphasis on mastering APA style and development of basic competence in following a research protocol. Students will also learn to design a basic research project. Corequisite: Psychology 233, Prerequisite: Psychology 132,"C" or better. FALL and SPRING SEMESTERS.

PSYCHOLOGY 334 Quantitative and Qualitative Research Methods
Three credit hours

Builds on and extends knowledge gained in PSY 333 by examining each aspect of the research more intensely, leading to revising portions of the research. Reexamines the nature and organization of the research to determine whether a quantitative or qualitative approach better suits the particular research purpose and intended audience, then reexamines supporting literature, theoretical perspective, methods, procedures, analysis, and interpretation of expected results. Recommended as preparation for PSY 430. Prerequisite: Psychology 233 and 333, "C" or better. SPRING SEMESTER.

PSYCHOLOGY 335, 325, 315 Selected Topics in Psychology
One (315), two (325), or three (335) credit hours

Exploration of special psychological topics. May be repeated. Prerequisites: Fifteen (15) hours in psychology or permission of the instructor. FALL SEMESTER.

PSYCHOLOGY 336 Consumer Behavior **Three credit hours**

A study of human behavior as it relates to the consumption of goods and the use and acceptance of service. The early history, growth, and recent trends in consumer psychology will be incorporated into coverage of the characteristics of consumers and consumer decision making. Occupations which apply psychological concepts to the study of consumer behavior will be explored. (Same as PUR 336). FALL SEMESTER.

PSYCHOLOGY 337 Industrial/Organizational Psychology **Three credit hours**

An examination of knowledges and skills designed to deal with problems of people at work. Topics include processes of communication, personnel selection and placement, training, motivation, evaluation, conflict reduction, performance enhancement, and job satisfaction. ON OCCASION.

PSYCHOLOGY 338 Personality Theory **Three credit hours**

An introduction to some of the major theories of personality and their implications for daily living. The contents and functions of personality theories are explored. The course will review the writing of researchers/writers from the Psychoanalytic, Behavioral, Cognitive, Trait and Humanistic perspectives. Methods of measuring personality functioning and promoting change will also be examined. Prerequisite: Psychology 131. FALL and/or SPRING SEMESTERS.

PSYCHOLOGY 339 Principles of Psychological Measurement **Three credit hours**

An introduction to psychological testing which includes an exploration of the functions and origins of the area. Basic characteristics of assessment techniques such as the establishment of reliability and validity are studied. Students are introduced to some of the major psychological tests available today. Laboratory experience in test administration and interpretation is provided. Prerequisite: Psychology 131. OCCASIONALLY OFFERED.

PSYCHOLOGY 430 Senior Seminar in Psychology **Three credit hours**

A collaborative group experience supplemented by individual sessions with faculty and independent effort, designed to aid each senior in the successful writing of a senior investigative paper. Required of all first-semester seniors who have declared psychology as a major. Prerequisites: Major credit for Psychology 131, 132, 233, and 333. FALL and SPRING SEMESTERS.

PSYCHOLOGY 431 Social Psychology **Three credit hours**

Problems, concepts, and methods in the study of social interaction and interpersonal influence. (Same as Sociology 431). Prerequisite: Psychology 131. ON OCCASION.

PSYCHOLOGY 432 Abnormal Psychology **Three credit hours**

An examination of the descriptions, dynamics, and modification of behavioral deviations and psychological disorders. Focus is on the classification of abnormal behaviors, theoretical explanations, and resultant treatment methods for each disorder. The Course is supplemented with case examples, community outreach activity and multimedia presentations. Prerequisite: Psychology 131 or permission of instructor. FALL SEMESTER.

PSYCHOLOGY 433 Internship in Psychology **Three credit hours**

An opportunity for students, under supervision, to participate in such professional psychological activities as testing, counseling, job placement, group therapy, and research. NOTE: Each student will be responsible for 120 hours of work in a selected community agency and for participation in periodic seminars. Prerequisites: Fifteen (15) hours in Psychology and permission of the instructor. SPRING SEMESTER.

PSYCHOLOGY 434 Introduction to Clinical Psychology **Three credit hours**

A study of the historical development of clinical psychology and an exploration of the theories of personality and behavior, the techniques and problems of diagnosis and personality assessment, the research role of the clinical psychologist, the diversity of psychotherapeutic approaches, community psychology and mental health, and professional issues related to the training and practice of clinical psychologists. Prerequisite: Psychology 131. OCCASIONALLY.

PSYCHOLOGY 435 Theoretical Psychology **Three credit hours**

A comprehensive review of the development of the field of psychology and the systems and theories of psychology that have evolved out of their historical roots. Contemporary trends in each area of the discipline are explored. Prerequisite: Psychology 131. FALL SEMESTER.

PSYCHOLOGY 436, 426, 416 Independent Research in Psychology
One (416), two (426), or three (436) credit hours

Independent investigation of topics of special interest. Prerequisites: junior classification, six hours in psychology, approval of faculty supervisor. May be repeated. FALL and/or SPRING SEMESTERS.

CURRICULUM FOR PSYCHOLOGY MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	LS 135	3
RHC 191	3	RHC 192	3
MTH 131 or higher	3	MTH 132 or higher	3
CSC 131	3	HED 121 or SPE 130	3 or 2
HED 121 or SPE 130	2	PED (010-119)	1
PED (010-119)	1	PSY 131	3
ORT 110	1		16 or 17
	16 or 17		

Sophomore Year

LS 235	3	LS 237	3
For. Lang.	3	For. Lang.	3
PSY 233	3	ENG 230	3
PHI 131/REL 131/PHI 233/ART 231/ MUS 131	3	PSY CAFE/ELEC	3
PSY 132	3	PSY 333	3
	15		15

Junior Year

PSY CAFE/ELEC	15	PSY CAFE/ELEC	3
	15	GEN ELEC	12
			15

Senior Year

PSY 430	3	GEN ELEC (ADD'L PSY recommended)	14
PSY CAFE/ELEC	3		14
GEN ELEC	9		
	15		

Total Hrs. 122

THE DEPARTMENT OF SOCIAL SCIENCES

The department offers majors in Criminal Justice, History, Political Science, Social Sciences, Social Studies Education and Sociology. Students choosing majors in any of these areas are required to take the following introductory courses: Economics 231, Political Science 131, and Sociology 131. In addition, Criminal Justice, Political Science and Sociology majors are required to take Liberal Studies 237, a core requirement of the Liberal Studies Program. However, History, Social Science, and Social Studies Education majors are required to take HIS 131 and HIS 132, instead of Liberal Studies 237. Students who declare one of these latter majors after taking Liberal Studies 237 will be required to take both HIS 131 and 132. Students who change from History, Social Sciences or Social Studies will be deemed to have satisfied the Liberal Studies 237 requirement by completing HIS 131 or 132. The department also offers minors in African-American and African Studies and Pre-Law.

CRIMINAL JUSTICE

The Criminal Justice major is designed to prepare students for a variety of careers within the criminal justice system and graduate study. A systems approach that emphasizes the practice and administration of law enforcement, courts, and corrections as well as the special concern for juveniles in the justice system will be utilized. The major consists of forty-five hours in Criminal Justice and Sociology, thirty-six (36) required and nine (9) hours of recommended electives. A minimum grade of "C" must be earned in core curriculum courses for the major. A statistics course is also required but does not count toward the forty-five hours. In addition, students must take nine hours of social science courses. Students are required to take POL 131 American Government. They may choose two

courses (six hours) from the social sciences including Economics, History, Political Science, Psychology, Social Work and Sociology. A minor in Criminal Justice consists of eighteen credit hours of Criminal Justice courses, including CJ 131.

Required Courses

CJ 131 Introduction to Criminal Justice **Three credit hours**

This course is designed to introduce the student to the criminal justice system in America. It will provide a comprehensive survey of current theories and practices in the criminal justice process. Included in the course will be a study of the principle functions and roles of four major components–legislative bodies, law enforecment agencies, courts and correctional institutions. It will highlight contemporary issues in each phase of the process. Fall and Spring Semesters.

SOC 131 Principles of Sociology **Three credit hours**

An introduction to the viewpoints, basic concepts, and methods of Sociology. Offered Every Semester.

CJ 230 Crime and Society **Three credit hours**

An analysis of trends in criminal activity and victimization. The course explores different types of crime including white collar, inner city, female, juvenile and drug crime. Offered Alternate Years.

CJ 237 Juvenile Delinquency **Three credit hours**

An analysis of the antisocial behavior of youth with emphasis on causes, consequences, and prevention efforts. Contemporary issues of juvenile adjudication and treatment are also addressed. Offered Alternate Years.

CJ 332 Law Enforcement and the Community **Three credit hours**

Critical exploration of police personnel and practice in the context of communities served by police. Emphasis is placed on community policing as a model for modern law enforcement. Offered Alternate Years.

CJ 335 Adult Corrections **Three credit hours**

An analysis of the historical development of adult correctional institutions and contemporary models for incarceration. Institutional life, probation, parole and other issues and problems facing the modern penal system area also explored. Offered Alternate Years.

CJ 339 Criminology **Three credit hours**

An examination of both classical and contemporary theories of crime, its causes, consequences and prevention. Offered Alternate Years. Prerequisite: CJ 131.

CJ 435 Criminal Law **Three credit hours**

The course focuses on how constitutional procedures govern the behavior of law enforcement in a democratic society. Emphasis is placed on the professional application of procedural law and the elements of substantive criminal law. Offered Alternate Years. Prerequisite: CJ 131 or Law 230.

SOC 432 Social Research I **Three credit hours**

An introduction to the techniques and methods of social science inquiry. Spring Semester. Prerequisite: CJ 131

SOC 433 Social Research II **Three credit hours**
An intensive study of research procedures with special emphasis on qualitative research and preparation for the Senior Investigative Paper. Fall Semester. Prerequisites: CJ 131 and SOC 432.

SOC 436 Internship in Criminal Justice and Sociology **Three credit hours**
Through placement in a criminal justice agency, students will put into practice concepts, methods and theories learned in course work. Students will spend 120 hours at an agency during a semester. The course may be taken twice. Offered Every Semester. Prerequisite: CJ 131.

SOC 490 Senior Paper in Criminal Justice and Sociology **Three credit hours**
The course is designed to help students achieve a synthesis of social science knowledge culminating in the writing of the Senior Investigative Paper. Offered Every Semester. Prerequisites: CJ 131; SOC 432; SOC 433.

Recommended Electives
Students may choose nine (9) hours of electives from the following:

(Other courses may also count toward Criminal Justice elective requirements if approved in advance by the department chair upon the recommendation of the Criminal Justice faculty.)

BUS 335 Legal Environment of the Firm **Three credit hours**
A study of the legal settings of business organizations including ethical considerations of managers, shareholders and consumers. Topics covered include torts, contracts, consumer credit, corporations, employer-employee relationships, etc.

CJ 430 Criminal Justice Administration **Three credit hours**
A study of the historical and contemporary organization and administration of the criminal justice system. Special emphasis will be placed on the hiring, training and professionalization of police and corrections officials.

CJ 494 Special Topics in Criminal Justice **Three credit hours**
Advanced study of special topics in Criminal Justices. May be repeated for a total of twelve hours.

LAW 230 Introduction to Legal Studies **Three credit hours**
Basic information about the legal system, its history and current structure; introduction to legal research, reading, writing, and field experiences. Offered Every Year.

POL 434 Foundations of Constitutional Law **Three credit hours**
This course surveys the historical development of American constitutionalism from its beginnings until 1900. Emphasized are the framing of the Constitution and different approaches to its meanings, the origins and rationale of judicial review, evolving doctrines of judicial self-limitation and early cases on race relations. Offered Alternate Years. Prerequisite: Junior standing or instructor's consent.

POL 435 Civil Rights and Civil Liberties **Three credit hours**
This course surveys modern Supreme Court cases in four subject areas: racial discrimination; gender discrimination; freedom of speech; and presidential powers. Selected students will participate in a moot court exercise. Offered Alternate Years. Prerequisite: POL 434 or instructor's consent.

PSY 235 Psychology of Childhood **Three credit hours**
A study of the development of children from conception to adolescence. The biological factors and social forces that affect the growing child are dealt with, as are cognitive and moral development, learning maturation and family relationships. Fall Semester. Prerequisite: Psychology 131.

PSY 237 Psychology of Adolescence **Three credit hours**
The psychology of behavior arising from the problems peculiar to the transitional period between childhood and maturity. Fall and /or Spring Semesters. Prerequisite: Psychology 131.

SOC 230 Intergroup Relations **Three credit hours**
An analysis of viewpoints, processes and basic factors underlying problems of adjustment between divergent racial and/or ethnic groups. Offered Alternate Years.

SOC 238 Social Problems **Three credit hours**
A sociological treatment of contemporary social problems. Offered Alternate Years.

SOC 330 Sociology of Law **Three credit hours**
The purpose of this course is to analyze the role of law as an agency of social control, and its relationship to other societal institutions. Special emphasis will be placed on the social junctions of courts, judges and the legal profession. Law will be viewed as reflecting cultural values and behaviors. Offered Alternate Years.

SOC 338 Deviant Behavior **Three credit hours**
Emphasis on the creation of deviance by society and the impact on groups and individuals. Offered Alternate Years.

CURRICULUM FOR CRIMINAL JUSTICE MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	SPE 130	3
CSC 131	3	RHC 192	3
RHC 191	3	Language	3
Language	3	MTH 132	3
MTH 131	3	HED 121	2
ORT 110	1	P.E. Activity	2
	16		16

Sophomore Year

LS 235	3	CJ 230	3
LS 135	3	Humanities Elective	3
ENG 230	3	LS 237	3
CJ 131	3	CJ 237	3
SOC 131	3	General Ed. Elective	3
	15		15

Junior Year

CJ 339	3	CJ 335	3
CJ 332	3	SOC 432	3
CJ Elective	3	CJ Elective	3
SOC 233	3	Social Science Elective	3
POL 131	3	General Ed. Elective	3
	15		15

Senior Year

SOC 433	3	SOC 490	3
SOC 436	3	CJ 475	3
CJ Elective	3	CJ Elective	3
Social Science Elective	3	General Ed. Elective	6
General Ed. Elective	3		15
	15		

Total Hrs. 122

HISTORY

A major in history prepares a student for a career in teaching, government, business, journalism, law, and for graduate study.

For a major in history the student is required to complete forty-two (42) credit hours of course work in history. For a minor the student is required to complete eighteen (18) hours of course work in history. History 131, 132, 135 and 136 are required for all majors and minors. History 391 is required of all history majors and is recommended for minors. History 491 is required of all history majors. In addition to these specified courses, history majors must complete a minimum of six credit hours of United States history, six credit hours of European history, and six credit hours of non-Western history. Introductory courses in economics, political science, and sociology must also be completed for the history major. Students may satisfy the language requirement by taking either six credit hours of French or six credit hours of Spanish. A minimum grade of C must be earned in all History courses that count toward the major.

HISTORY 131 World Civilizations to 1500 **Three credit hours**
This course is a study of early human history and the world's major civilizations to 1500, including the strengths and weaknesses of those societies, parallel developments, and cultural interaction.

HISTORY 132 World Civilizations from 1500 to the Present **Three credit hours**
This course is a continuation of HIS 131. The major trend during this period is the emergence of the modern world through global interaction.

HISTORY 135 History of the United States to 1865 **Three credit hours**
A study of the United States from its European background to 1865.

HISTORY 136 History of the United States Since 1865 **Three credit hours**
A study of the United States from the conclusion of the Civil War to the present.

HISTORY 231 North Carolina History **Three credit hours***
A study of the history of North Carolina from the colonial period to the present, with emphasis on economic, educational, and political developments.
*elective for history major; required for those desiring to be certified in elementary education.

HISTORY 237 Introduction to Africa **Three credit hours**
Social life, peoples, geography, economy, politics, religion, and arts of pre-modern Africa. Survey of African history and problems facing modern Africa.

HISTORY 238 Modern Latin America **Three credit hours**

This course examines the development of modern Latin American civilization from its origins in pre-Columbian America to the present.

HISTORY 239 Plantation Societies in the Americas **Three credit hours**

This course examines the central role played by plantation agriculture in the history of the Americas from the sixteenth century to the end of the nineteenth century. How and why this single institution of production led to the formation of a single complex of economic, social, political, and cultural patterns in Brazil, Spanish South America, the Caribbean, and North America are the basic questions this course will attempt to resolve.

HISTORY 330 American Colonial Civilization **Three credit hours**

The study of an underdeveloped area and the economic, political, and religious life of the different colonies; the contributions of the various immigrants. Prerequisites: History 135 or permission of the instructor.

HISTORY 333 Diplomatic History of the United States **Three credit hours**

A study of the foreign policy of the United States government. Emphasis is on wars, crises, territorial expansion, peculiarities of the American position in world politics, and the formation of basic policy decisions. Prerequisites: HIS 135 and HIS 136.

HISTORY 334 The American Revolution and the Federal Period: 1776-1820 **Three credit hours**

The United States during the formative years of the early republic from the War of Independence to the so-called era of good feeling. Considerable attention devoted to the creative personalities of the period. Prerequisites: History 135 and 136.

HISTORY 336 Emergence of Modern America: 1865-1914 **Three credit hours**

A study of the revolutionary changes in American life from the end of the Civil War to the close of the nineteenth century, the failure of Reconstruction, the origins of racial segregation, America's emergence as an industrial giant. Prerequisites: History 136 or permission of instructor.

HISTORY 337 West Africa **Three credit hours**

An examination of selected topics in West African history, including the Sudanic empires, the slave trade, the development of coastal states, European conquest and types of colonial rule, the struggle for independence, and challenges of development.

HISTORY 338 African-American History I **Three credit hours**

A survey of African-American history from its beginnings in the British North American Colonies to Reconstruction.

HISTORY 339 African-American History II **Three credit hours**

A survey of African-American history from Reconstruction to the present.

HISTORY 391 Historiography **Three credit hours**

An introduction to the methods of historical research, the more prominent philosophies of history, and an investigation of the work of outstanding historians. History majors will develop senior paper proposals. A writing intensive course. Required of all history majors and social studies education majors. Should be taken Spring Semester of junior year.

HISTORY 392 Women's History **Three credit hours**

This course will explore the social, economic, and political movements of American women over four centuries. African-American, Native American, and European American women will be studied. Prerequisites: HIS 135 and HIS 136 or Permission of instructor.

HISTORY 393 History of the United States in the Twentieth Century **Three credit hours**

This course examines economic, social, political, and cultural changes that have occurred in the United States since 1914.

HISTORY 394 Early Modern Europe: 1350-1789 **Three credit hours**

A study of radical social change in Europe from the late Middle Ages to the eve of the French Revolution. Renaissance and Reformation; political absolutism and the Enlightenment. Prerequisite: History 131 and 132.

HISTORY 430 Nineteenth Century Europe: 1789-1914 **Three credit hours**

A study of Europe from the French Revolution to the outbreak of World War I. The rise of romantic nationalism, liberal democracy, industrialism, and imperialism. Prerequisites: History 132 or permission of instructor.

HISTORY 431 Twentieth Century Europe **Three credit hours**

A study of World War I and its consequences; economic, social, and cultural change between the wars; the rise of totalitarian dictatorships and World War II; post-war reconstruction, the Cold War, and the current situation in Europe. Prerequisite: History 132.

HISTORY 432 Southern Africa **Three credit hours**

An examination of selected topics in Central and Southern Africa, including migrations, pre-European culture, European expansion, concessionaire company and settler domination, racism, African liberation movements, and the status of present conflicts.

HISTORY 433 The Old South **Three credit hours**

Political, economic, social, and cultural forces in the evolution of the period 1820-1860. Prerequisite: History 135 or permission of the instructor.

HISTORY 434 The New South **Three credit hours**

Southern history from the end of Reconstruction to the present. A consideration of contemporary regional problems. A study of the South both in relationship and contrast to national development. Prerequisite: History 136 or permission of the instructor.

HISTORY 435 Northern Africa **Three credit hours**

An examination of selected topics in the history of North, North-East, and East Africa, including the beginnings of the human race, ancient civilizations of Egypt and Kush, trading civilizations of the Mediterranean and the Indian Ocean, Christian and Islamic influences, migrations, Ethiopian feudalism, European colonialism, and modern national revolutionary movements.

HISTORY 436-437 Topics in History **Three credit hours each**

Various special topics which permit advanced work in different fields of historical study.

HISTORY 439 Internship **Three credit hours**

A supervised internship in a professional work environment designed to give students practical experience as well as knowledge and skills in a relevant professional field. Students are responsible for a minimum of 120 hours of work and must complete a paper on their work activities and experience. Prerequisite: Permission of instructor.

HISTORY 491 Senior Paper **Three credit hours**

Production of senior paper. Research, writing, and oral defense of the paper. A writing intensive course. Required of all history and social studies education majors. Should be taken Fall Semester of senior year. Prerequisite: History 391.

FOUR-YEAR SUGGESTED CURRICULUM FOR HISTORY MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
FRE or SPA	3	FRE or SPA	3
PED (010-119)	1	HED 121	2
ORT 110	1		14
	14		

Sophomore Year

LS 135	3	HUM Elective	3
LS 235	3	ENG 230	3
SPE 130	3	HIS 136	3
HIS 135	3	Elective	3
HIS 131	3	HIS 132	3
PED (010-119)	1		15
	16		

Junior Year

POL 131	3	SOC 131	3
HIS Electives	6	ECO 231	3
General Electives	6	HIS 391	3
	15	HIS Electives	6
			15

Senior Year

HIS 491	3	HIS Electives	6
HIS Electives	6	General Electives	11
General Electives	7		17
	16		

Total Hrs. 122

POLITICAL SCIENCE

The curriculum in political science is designed to prepare students for civic participation, graduate or professional study, private or public employment, or teaching. For a major in political science, the student is required to complete thirty-six (36) credit hours of course work in political science. For a minor the student is required to complete eighteen (18) credit hours of course work in political science. Political Science 131 and 230 are required of all majors and minors and are prerequisite to electing other courses in the political science curriculum; these prerequisites may be waived with the consent of the instructor. Political science majors are also required to take the following Political Science courses: 330, 333, 334, 335, 398, 431, 434, and 499. These courses are recommended for minors. A minimum grade of C must be earned in courses that count toward the major.

Introductory courses in economics, history, sociology, and a statistics course (either Math 136 or Social Science 233) are also required for all political science majors. Students may satisfy the language requirement by taking six credit hours of French or six credit hours of Spanish.

POL. 131 American Government **Three credit hours**
A study of the development, structure, and operation of the American political system. Fall and Spring

POL. 230 Introduction to Political Analysis **Three credit hours**
An introductory study and application of the concepts and methods necessary for an analysis of the political system. Prerequisite: POL 131 or instructor's permission.

POL. 231 State and Local Politics **Three credit hours**
A study of politics and administration at the sub-national level. Emphasis on the social, economic, and legal setting of state and local governments in the American federal system. Topics include intergovernmental relations, fiscal problems, and services delivery. Offered in Alternate years. Prerequisite: POL 131, POL 230 or instructor's permission.

POL. 330 Public Administration and Management **Three credit hours**
A study of the formulation of public policy, organization and management, and problems of personnel and finance. Prerequisite: POL 131; POL 230 or instructor's permission. Offered in alternate years.

POL. 331 Law and Politics **Three credit hours**
This course is an introduction to the American legal system, focusing on its political context and significance. It sketches the structure and functioning of the federal court system, and then explores the courts' impact both on individuals who seek to vindicate their rights through litigation, and on those who become involved with the criminal justice system. Special attention is devoted to the history and role of the legal profession in America. Offered in alternate years. Prerequisite: POL 131 or instructor's permission.

POL. 332 The Developing World **Three credit hours**
A study of the politics and problems of selected countries in Africa, Asia, and Latin America. Topics include social and economic development strategies of poor countries; South-South cooperation; North-South relations. Prerequisite: POL 131 or instructor's permission.

POL. 333 Comparative Political Systems **Three credit hours**
A comparative analysis of various political systems in the developed and developing countries. Emphasis on the parliamentary system (as modified) and the American Presidential system. Prerequisite: POL 131, POL 230 or instructor's permission. Offered in alternate years.

POL. 334 International Relations **Three credit hours**
An analysis of the international political system, including the distribution of power among states in the international system, the manner in which states try to increase their capabilities, and the various mechanisms for conflict adjustment.

POL. 335 Political Theory **Three credit hours**
A study of classical and modern political thought exploring the great questions of justice, freedom, and equality, and alternative forms of government. Prerequisite: POL 131 and 230 or instructor's permission.

POL. 339 Black Political Thought **Three credit hours**

A study of the development of black political thought in the U.S. The course is designed to critically examine and evaluate various themes, perspectives, and approaches in black political thinking and behavior as they emerged in the writings and activities of leading black figures and movements from the 19th century to present. Prerequisite: POL 131 or instructor's permission.

POL. 398 Research Methods **Three credit hours**

The study and application of basic research materials and methods in political science. Emphasis on understanding advantages and disadvantages of various research methods, and building facility in reading and evaluating different types of studies. A writing and speaking intensive course, preparatory for senior paper project. Required for all majors. Should be taken Fall Semester of junior year. Prerequisites: Statistics (Math 136 or Social Science 233); POL 131; POL 230.

POL. 431 Policy Analysis **Three credit hours**

This course examines the concepts, approaches, processes, issues, and problems involved in policy-making and implementation, as well as the methods, techniques and strategies for the analysis and evaluation of the impact of policy and program outcomes in public and private organizations or institutions. Prerequisite: POL 131; POL 230.

POL. 432 Seminar in American Politics **Three credit hours**

In-depth study of selected institutions and processes of American politics, such as Congress, the presidency, political parties and the electoral process. Prerequisite: POL 131 or instructor's permission.

POL. 433 International Organization **Three credit hours**

A study of the nature and role of international law and the operations of the United Nations and various regional and functional organizations. Prerequisite: POL 334.

POL. 434 Foundations of Constitutional Law **Three credit hours**

This course surveys the historical development of American constitutionalism from its beginnings until 1900. Emphasized are the framing of the Constitution and different approaches to its meaning; the origins and rationale of judicial review; evolving doctrines of judicial self-limitation; and early cases on race relations. Prerequisite: Junior standing or instructor's permission.

POL. 435 Civil Rights and Civil Liberties **Three credit hours**

This course surveys modern Supreme Court cases in four subject areas: racial discrimination; gender discrimination; freedom of speech; and presidential powers. Selected students will participate in a moot court exercise. Prerequisite: POL 434 or instructor's permission.

POL. 436 Bureaucracy and Organizational Behavior **Three credit hours**

A critical examination of the problems, structures and practices in large modern organizations with particular emphasis on the American bureaucracy using empirical case studies of both public and private organizations. Offered in alternate years. Prerequisites: POL 131; POL 230 or instructor's permission.

POL. 437 Foreign Policy **Three credit hours**

A study of the foreign policy behavior of nation states, with a critical investigation into the formulation and implementation of foreign policy. Special emphasis on American foreign policy. Prerequisite: POL 334 or instructor's permission.

POL. 439 Internship **Three credit hours**

A supervised internship in a professional work environment designed to give students practical experience as well as knowledge and skills in a relevant professional field. Students are responsible for a minimum of 120 hours of work and must complete a paper on their work activities and experience. Enrollment by permission of the instructor.

POL. 491 Special Topics in Political Science **Three credit hours**

Advanced reading, papers, and discussions on selected topics in political science. Topics are determined by the instructor. Enrollment by permission of the instructor (may be repeated for credit).

POL. 499 Senior Paper **Three credit hours**

Production of senior paper. Data collection, analysis and interpretation; revision and defense of the paper. Independent study format. Should be taken in Fall Semester of senior year. Prerequisites: POL 131, POL 230, POL 398.

FOUR-YEAR SUGGESTED CURRICULUM FOR POLITICAL SCIENCE MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
FRE or SPA	3	FRE or SPA	3
PED (010-119)	1	HED 121	2
ORT 110	1	SPE 130	3
PHI, REL, ART *or* MUS	3		17
	17		

Sophomore Year

POL 131	3	POL 230	3
LS 135	3	LS 235	3
POL 333	3	POL 334	3
HIS 135	3	HIS 136	3
PED (010-119)	1	MTH 136 or SOC 233	3
	13		15

Junior Year

LS 237	3	General Ed. Elective	6
ENG 230	3	SOC 131	3
POL 330	3	POL 335	3
POL 398	3	POL 431	3
POL 434	3	ECO 231	3
	15		18

Senior Year

POL 499	3	General Electives	10
POL Electives	14		10
	17		

Total Hrs. 122

THE SOCIAL SCIENCE MAJOR (SOCIAL STUDIES EDUCATION)

The social science major, consisting of forty-two credit hours of course work in the social sciences, is designed basically to accommodate two categories of students: (1) those who are prospective social studies teachers and (2) those who are seeking a general background in the social science area. Students choose the concentration that is most appropriate for them.

Goals of Social Studies Education

To help students become complete human beings who can contribute to the development of society.

To ensure that students will acquire an understanding of the social, political, geographical, economic, and historic forces operating in society.

To provide in-depth preparation in history and the social sciences.

To train effective teachers by providing for the development of the skills required to formulate teaching objectives, use resources, select content, use effective teaching strategies, evaluate learning outcomes, and interact with students, parents, and others.

To promote a love of learning that can be transferred to students.

CONCENTRATION 1. Social Studies Education.

Students electing the social studies education concentration are required to complete History 131-132, History 135-136, Economics 231, Political Science 131, Sociology 131, six credit hours of electives in history, and nine credit hours of electives from the other combined disciplines (economics, political science, and sociology). Students must also meet the university senior paper requirement by completing History 391 and 491.

The prospective teacher should meet with the Coordinator of Social Studies Education for a list and sequence of required education courses. One such required course is Social Science 336, Materials and Methods in High School Social Studies; this requirement is in addition to the forty-two hours in the social sciences described above. Students must also take six credit hours of electives of their own choice.

Students desiring certification-only for social studies education, without earning a social science major at Johnson C. Smith University, must fulfill the same requirements described here under Concentration 1.

CONCENTRATION 2. General Social Science.

Students electing the general social science concentration are required to complete twenty-one credit hours of course work in one of the major areas of the social science division (economics, history, political science,

or sociology) and twenty-one credit hours in the remaining three areas combined. The required hours must include the following introductory courses: Economics 231, HIS 131-132, Political Science 131, and Sociology 131. Students must also complete the senior paper requirement for the primary area; credit hours for courses related to the senior paper count toward the twenty-one hour requirement for the primary area. Students must also take six credit hours of electives of their own choice.

SOCIAL SCIENCE

SOCIAL SCIENCE 233 Statistics for the Social and Behavioral Sciences
Three credit hours

The application of descriptive and inferential statistics to data in the social and behavioral sciences. Emphasis on data classification, data reduction, the normal distribution, z scores, probability, hypothesis testing, z test, t test, statistical power. Prerequisites: Mathematics 131 and 132. (Same as Psychology 233, Sociology 233) FALL SEMESTER

SOCIAL SCIENCE 336 Material and Methods in High School Social Studies
Three credit hours

Concerned with the philosophy, aims, methods, and techniques of teaching social studies in secondary school. This course is a prerequisite for student teaching in the field of social studies. Offered upon demand.

SOCIAL SCIENCE 490 Social Science Seminar **Three credit hours**

A course designed to help students to achieve a synthesis of social science knowledge. Conducted by selected members of the division faculty. Open to juniors and seniors, open to non-majors by permission of the staff. Offered for credit in students' chosen areas of concentration. (Same as Sociology 490.)

CURRICULUM FOR SOCIAL STUDIES EDUCATION MAJOR

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	RHC 192	3
RHC 191	3	For. Language	3
For. Language	3	MTH 132	3
SPE 130	3	HED 121	2
MTH 131	3	PSY 131	3
ORT 110	1	Elective	3
PED	1		17
	17		

Sophomore Year

LS 135	3	POL 131	3
ENG 230	3	HIS 132	3
PED (010-119)	1	PSY 239	3
EDU 220	2	SOC.SCI. Elective	3
PSY 237	3	HIS Elective	3
HIS 131	3	LS 235	3
HUM Elective	3		18
	18		

Apply for admission to Teacher Education program the second semester of the Sophomore Year.

Junior Year

EDU 312	1	EDU 296	3
EDU 330	3	Soc. Sci. Elective	3
EDU 395	3	HIS 136	3
HIS 135	3	Secondary Elective	3
SOC 131	3	ECO 131	3
Gen. Ed. Elective	3		15
	16		

Senior Year

CSC 131	3	EDU 492	12
SSC 336	3		12
HIS 491	3		
HIS Elective	3		
Soc. Sci. Elective	3		
	15		

Total Hours 128

CURRICULUM FOR GENERAL SOCIAL SCIENCE MAJOR

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	CSC 131	3
For. Language	3	RHC 192	3
SPE 130	3	For. Language	3
MTH 131	3	MTH 131	3
ORT 110	1	HED 121	2
PED (010-119)	1	HUM Elective	3
LS 130	3		17
	17		

Sophomore Year

LS 235	3	POL 131	3
LS 135	3	HIS 132	3
ENG 230	3	SOC 131	3
HIS 131	3	HIS 136	3
HIS 135	3	Elective	3
PED (010-119)	1		15
	16		

Junior Year

ECO 231	3	Primary Elective	3
Primary Elective	3	Secondary Elective	3
Primary Elective	3	Historiography	3
Secondary Elective	3	Electives	6
Secondary Elective	3		15
	15		

Senior Year

Senior Paper	3	Primary Elective	3
Primary Elective	3	Secondary Elective	3
Secondary Elective	3	Electives	6
General Ed. Electives	6		12
	15		

Total Hours 122

SOCIOLOGY

The program of instruction in Sociology is designed to enrich the general liberal education of students and to provide preprofessional and pregraduate training for those students who wish to qualify for service-delivering positions requiring no graduate professional education, to enter related professional fields for which there is no required professional sequence, and to enhance and to make more meaningful their participation as citizens.

A major in Sociology consists of thirty-three credit hours of course work, including Sociology 131, 432, 433, 434, 436 and 490. Students are also required to take Economics 231, Political Science 131, and LS 237. A statistics course is also required but does not count toward the thirty-three hours in Sociology. A grade of C or better is required in each Sociology course submitted for fulfillment of the major. In addition, students must take nine hours of social science courses. Students are required to take POL 131 American Government. They may choose two courses (six hours) from the social sciences including Criminal Justice, Economics, History, Political Science, Psychology or Social Work. A minor in Sociology consists of eighteen credit hours of course work, including Sociology 131. Students may also take Criminal Justice courses to satisfy sociology requirements. Sociology 131 is a prerequisite for enrollment in all other courses comprising the Sociology curriculum.

SOCIOLOGY 131 Principles of Sociology **Three credit hours**
An introduction to the viewpoints, basic concepts, and methods of sociology. FALL AND SPRING

SOCIOLOGY 133 Introduction to Cultural Anthropology **Three credit hours**
A survey of the various processes and conditions involved in cultural growth and change. Offered in alternate years.

SOCIOLOGY 230 Intergroup Relations **Three credit hours**
An analysis of viewpoints, processes, and basic factors underlying problems of adjustment between divergent racial or cultural groups. Offered in alternate years.

SOCIOLOGY 231 Medical Sociology **Three credit hours**
This course will provide a sociological analysis of (1) the social processes affecting conditions of health and disease and (2) the cluster of social relationships and organizations that comprise the institution of medicine. Offered in alternate years.

SOCIOLOGY 233 Statistics for the Social and Behavioral Sciences
Three credit hours
The application of descriptive and inferential statistics to data in the social and behavioral sciences. Emphasis on data classification, data reduction, the normal distribution, z scores, probability, hypothesis testing, z test, t test, statistical power. Prerequisite: Mathematics 136 or its equivalent. (Colisted as Psychology 233, Social Science 233.)

SOCIOLOGY 234 Introduction to Gerontology **Three credit hours**
The survey of biological, psychological and sociological perspectives and research relevant to the study of human aging. (colisted as SWK 234)

SOCIOLOGY 238 Social Problems **Three credit hours**
A sociological treatment of contemporary social problems. Offered alternate years. FALL SEMESTER.

SOCIOLOGY 239 Sex Roles **Three credit hours**
Explores the importance of gender in understanding the self, social institutions, society, and social change. Offered in alternate years.

SOCIOLOGY 330 Sociology of Law **Three credit hours**
The purpose of this course will be to analyze the role of law as an agency of social control, and its relationship to other social institutions. Special emphasis will be placed on the social junctions of courts, judges, and the legal profession. Law will be viewed as a reflection of sociocultural values. Offered in alternate years.

SOCIOLOGY 331 The Family **Three credit hours**
An examination of the structures and functioning of the family as a social institution. Offered in alternate years

SOCIOLOGY 332 Urban Sociology **Three credit hours**
A study of the growth, the ecology, the social processes, the organization, and the problems of the urban community. Offered in alternate years.

SOCIOLOGY 333 Social Stratification **Three credit hours - elective**
An examination of the ways in which societies differ in terms of their systems of internal differentiation.

SOCIOLOGY 335 The Sociology of Religion **Three credit hours**
A functional analysis of the interrelationships involving society, culture, and religion. The role of the church in the social order and social change. (Same as Religion 335.) Offered in alternate years

SOCIOLOGY 336 Sociology of Work and Occupations **Three credit hours**
The study of the critical importance of work to the individual and society; historical and social changes in occupations. Offered in alternate years.

SOCIOLOGY 337 Sociology of the Black Community **Three credit hours**
An analysis of the structure and the functioning of the black community as a social system. Offered in alternate years.

SOCIOLOGY 338 Deviant Behavior **Three credit hours**
Emphasis on individual behavior patterns in society. Examination of the social and psychological principles underlying sociopathic behavior. Offered in alternate years.

SOCIOLOGY 431 Social Psychology **Three credit hours**
Problems, concepts, and methods in the study of social interaction and interpersonal influence. (Same as Psychology 431.)

SOCIOLOGY 432 Social Research I **Three credit hours**
An introduction to the techniques, and methods of scientific inquiry (part I). Prerequisite: Nine credit hours of sociology or consent of instructor. This course must be completed with a grade of C or better before enrolling in SOC 490. Spring

SOCIOLOGY 433 Social Research II **Three credit hours**
An intensive study of research procedures with special emphasis on qualitative research and preparation for the Senior Investigative Paper. Fall

SOCIOLOGY 434 The Developments of Social Theory **Three credit hours**
An analysis of the emergence and development of sociological theory. Fall. Prerequisite: SOC 131

SOCIOLOGY 436 Internship in CJ and Sociology **Three credit hours**
Through placement in a criminal justice agency or social service agency, students will put into practice concepts, methods and theories learned in course work. Students will work 120 hours at an agency during a semester. Course may be taken twice. Prerequisite: CJ 131 or SOC 131. Offered Every Semester.

SOCIOLOGY 490 Sociology Seminar **Three credit hours**
Designed to help students achieve a synthesis of social science knowledge. Students will write an investigative paper on a topic of their own choosing (Senior Year). Prerequisite: SOC 432 and SOC 433.

SOCIOLOGY 494 Special Topics in Sociology and Anthropology
Three credit hours
Advanced study of special topics and Anthropology. May be repeated for a total of twelve hours.

CURRICULUM FOR SOCIOLOGY MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131	3	MTH 132	3
SPA or FRE	3	SPA or FRE	3
P.E. Activity	1	P.E. Activity	1
ORT 110	1	HED 121	2
	14		15

Sophomore Year

LS 235	3	LS 237	3
LS 135	3	SOC Elective	6
SOC 131	3	SPE 130	3
ENG 230	3	Elective	3
HUM ELEC	3		15
Elective	2		
	17		

Junior Year

SOC 434	3	SOC 432	3
SOC Elective	3	SOC Elective	3
PSY 233	3	ECO 231	3
POL 131	3	Electives	6
Elective	3		15
	15		

Senior Year

SOC 436	3	SOC ELEC	3
SOC Elective	6	Electives	6
Elective	4	SOC 490	3
SOC 433	3	SOC 436	3
	16		15

Total Hrs. 122

PROGRAM IN AFRICAN-AMERICAN AND AFRICAN STUDIES

The Program in African-American and African Studies (PAAS) provides students with a broad and indepth knowledge of the Black Experience, that is, the experiences of all peoples of African descent, including the historical, economic, geo-political, and socio-cultural perspectives. The program has an interdisciplinary focus; and it is open to students in all majors who may wish to pursue academic and/or career goals in African-American and African Studies, or related fields.

The major objectives of the program are to:

1. provide students with a general knowledge of various inquiry/analytical skills, paradigms, and methodologies that would enhance their personal, intellectual, social, and intercultural development necessary for understanding and analyzing issues and problems relating to the Black experience;
2. assist students in examining the meaning, objectives, scope, and implications of Black Studies as a distinct scholarly discipline that focuses on the challenges and contributions of Black people to human civilization;
3. foster a sense of personal identity and self-esteem necessary for meeting human challenges and realizing possibilities through the development of intellectual/academic, as well as global intercultural/multicultural potentials for individual and societal development;
4. create/promote opportunities for intellectual and socio-cultural self-development among students and faculty, through research and educational exchange programs in the United States and/or abroad.

PROGRAM REQUIREMENTS

Students in all university majors who wish to minor in the AAS will be required to complete 18 credit hours of specified courses with an overall

grade point average of at least 2.5 in these courses. Stuents are also required to meet all other university general education requirements, as appropriate.

The program's curriculum for the minor is as follows:

CORE COURSES (9 credit hours - Required for the minor)

AAS 231 Introduction to African-American and African Studies (Three credit hours)

This is an introductory course that focuses on the methodologies, history, and significance of Black Studies in the study of the Black Experience.

Prerequisites: LS 130: Identify: African-American and Other Cultural Traditions.

HISTORY 237 Introduction to Africa (Three credit hours).
HISTORY 338 Black History in the United States (Three credit hours).

ELECTIVE COURSES (9 credit hours)

ARTS AND LITERATURE (Three credit hours from this section)

MUSIC 130 Introduction to African-American Music (Three credit hours)
ART 134 Afro-American Art History (Three credit hours).
JOURNALISM/GRAPHIC ARTS 330 Afro-American Press (Three credit hours).
RELIGION 330 The Black Man: His Religious Institutions and Thought (Three credit hours).
ENGLISH 494 Afro-American Literature (Three credit hours).

HISTORY (Three credit hours from this section)

HISTORY 238 Modern Latin America (Three credit hours).
HISTORY 337 West Africa (Three credit hours).
HISTORY 432 Southern Africa (Three credit hours).
HISTORY 433 Old South (Three credit hours).
HISTORY 434 New South (Three credit hours).
HISTORY 435 Northern Africa (Three credit hours).

SOCIAL AND HEALTH SCIENCES (Three credit hours from this section)

ECONOMICS 433 Economic Development in Underdeveloped Countries, especially Africa (Three credit hours).
MANAGEMENT 437 Special Topics in Management: Managing Minority Business (Three credit hours).
POLITICAL SCIENCE 332 Third World Politics (Three credit hours).
POLITICAL SCIENCE 339 Black Political Thought (Three credit hours).
PSYCHOLOGY 335 Selected Topics in Psychology: Black Psychology (Three credit hours).
SOCIOLOGY 337 Sociology of the Black Community (Three credit hours).
HEALTH EDUCATION 322 Minority Health Problems and Issues (Two credit hours).

SPECIAL TOPICS (Three credit hours from this section)

AAS 495 Special Topics in African-American and African Studies Three credit hours
Advanced study of special topics in African-American and African Studies, usually on an interdisciplinary basis.

FIELD EXPERIENCE

From time to time, and subject to availability of funds, approval shall be granted for students and faculty members to undertake some excursions and/or field research trips, or to enable them to participate in conferences related to the program. Also, subject to availability of funds, student/faculty exchange programs shall be sponsored to enable students and faculty members to have field/academic experiences in other institutions in the United States and/or abroad for varying periods not exceeding one semester at a time. Students selected to participate in the field experience would be able to take courses (including a foreign language, such as Swahili, French, Spanish, German, Russian, etc.) at another institution of higher education, and the credit hours for such courses shall, subject to approval, be transferable to Johnson C. Smith University.

PROGRAM IN INTERNATIONAL AFFAIRS

The program in international affairs is an interdisciplinary program, open to students in all majors, designed to train students in the practical skills of systematic inquiry, languages and the cultures of other nations, as well as the history and theory of international relations. The major objectives of the program include the following:

(1) to provide a formal program of study in the history and theory of international relations, and introducing the various approaches to the analysis of international relations;

(2) to encourage students to pursue advanced study and to prepare them in the practical skills and leadership which are believed to be requisite for success in graduate school and professional life;

(3) to encourage students to pursue academic and professional careers in international affairs; and

(4) to provide international educational experiences for the University community at large.

PROGRAM REQUIREMENTS

Students in the program are required to maintain an overall grade point average of 3.0 and complete all the requirements in an established major and complete the following program course and portfolio requirements.

Course Requirements (15 hours)

Core Courses (6 hours, required of all students)

POLITICAL SCIENCE 334 International Relations
ECONOMICS 334 International Economics

Group Options (9 hours)

Group I - American Foreign Policy

HISTORY 136 History of the United States since 1865, or
POLITICAL SCIENCE 131 American Government
HISTORY 332 Diplomatic History of the United States, 20th Century
POLITICAL SCIENCE 437 Foreign Policy

Group II - Developing Regions, Africa

HISTORY 237 Introduction to Africa
POLITICAL SCIENCE 332 Third World
HISTORY 337 West Africa
HISTORY 432 Southern Africa

Group III - Developing Regions, Latin America

POLITICAL SCIENCE 332 Third World
HISTORY 436 Latin America
SPANISH 232 Intermediate Spanish
FRENCH 232 Intermediate French

Group IV - International Relations, General

POLITICAL SCIENCE 332 The Developing World
POLITICAL SCIENCE 333 Comparative Political Systems
POLITICAL SCIENCE 433 International Organization

Portfolio Requirements

International Affairs Forum. The program offers a visiting scholars program and a number of co-curricular activities, such as simulations in international affairs. Students in the program are required to participate in these activities.

Research Methodology. The program requires students to develop an understanding of and appreciation for inquiry and research. This experience may be acquired through coursework in the student's major department, courses in mathematics and computer science or work in faculty research projects and research internships. The program faculty has the responsibility of assuring that students have had an acceptable amount of research training.

Field Experience and Language Training. The program requires students to complete a minimum of six weeks of study travel abroad, intensive foreign language training, or a combination of both. Students may complete this requirement by participating in a University sponsored study-travel experience, a study-travel experience sponsored by another institution, or participation in an approved faculty project.

Language Competence. Students must complete foreign language with a minimum grade of C or the equivalent study of a foreign language. However, students are encouraged to pursue foreign language studies during their entire tenure at the University.

PRE-LAW MINOR

Law schools are seeking young men and women with analytical minds who can think clearly and logically and then express themselves both orally and in writing.

The Association of American Law Schools advises the pre-law student to"major in the field in which he is most interested and do as well as he can in all his subjects."The pre-law minor is designed to prepare students for admission to and success in law school.

Pre-Law Curriculum

Students will be required to complete 18 credit hours of specified courses, maintain a 2.5 GPA and satisfy all other requirements which may be proposed by the Pre-Law Committee, approved pursuant to University procedures and instituted in the future. Successful completion of the Minor will be recognized on the student's transcript.

Required Courses

LAW 230 Introduction to Legal Studies **Three Credit Hours**

Basic information about the legal system, its history and current structure: introduction to legal research, reading current structure: introduction to legal research, reading and writing; field experiences. Offered alternate semesters.

LAW 394 LSAT Preparation **Three Credit Hours**

The course is designed to assist students in developing critical reading, logical reasoning, and test-taking skills and help students prepare for the LSAT. Recommended for juniors.

PHI 233 Practical Logic **Three Credit Hours**

A survey of the basic problems of clear and strategic thinking with emphasis on their application to the use of language. Prerequisite: Philosophy 131. Fall and Spring Semesters

POL 435 Civil Rights and Civil Liberties **Three Credit Hours**

This course surveys modern Supreme Court cases in four subject areas: racial discrimination; gender discrimination; freedom of speech; and presidential powers. Selected students will participate in a moot court exercise. Prerequisite: Constitutional Law I or Instructor's Permission. Offered Alternate Years.

Pre-law Electives

Electives will be chosen, with guidance from pre-law advisors, from among the following content and skills course.

Content Courses

BUS 335 The Legal Environment of the Firm **Three Credit Hours**

A study of the legal settings of business organizations including ethical considerations of managers, shareholders and consumers. Topics covered include torts, contracts, consumer credit, corporations, employer-employee relationships, etc.

CJ 131 Introduction to Criminal Justice **Three Credit Hours**

This course is designed to introduce the student to the criminal justice system in America. It will provide a comprehensive survey of current theories and practices in the criminal justice process. Included in the course will be a study of the principle functions and roles of four major components—legislative bodies, law enforcement agencies, courts and correctional institutions. It will highlight contemporary issues in each phase of the process. Fall and Spring Semesters.

CJ 435 Criminal Law **Three Credit Hours**

The course focuses on how constitutional procedures govern the behavior of law enforcement in a democratic society. Emphasis is placed on the professional application of procedural law and the elements of substantive criminal law. Offered Alternate Years. Prerequisite: CJ 131 or LAW 230.

CPOL 491 Law and Society **Three Credit Hours**

The course focuses on such areas as the relation between law and morality, obligation to obey the law, civil disobedience, equality and preferential treatment, the law of criminal attempts, the insanity defense, and the theories and justification of punishment, including capital punishment.

HCP 590 Life in the Law **Three Credit Hours**

Intensive study of legal career patterns; information on common experiences, attitudes and behaviors of law students, attorneys, clients and judges.

HIS 135 History of the United States to 1865 **Three Credit Hours**

A study of the United States from its European background to 1865.

HIS 136 History of the United States Since 1865 **Three Credit Hours**

A study of the United States from the conclusion of the Civil War to the present. Prerequisite: None. Spring Semester.

JGA 339 Special Topics in Journalism: Media Law **Three Credit Hours**

Advanced study in professional practices in journalism and graphic arts. Prerequisite: Instructor's Permission.

PED 434 Sport and the Law **Three Credit Hours**

Basic knowledge and understanding of the law as it applies to amateur and professional sports. Students identify, analyze and understand legal issues, and discuss the ramifications of those issues. It is recommended that this course be taken in the senior year and that Business Law be completed.

POL 131 American Government **Three Credit Hours**

A study of the development, structure, and operation of the American political system. Every Semester.

POL 331 Law and Politics **Three Credit Hours**

A study of the American legal system's changing political context and political impact.

POL 434 Constitutional Law **Three Credit Hours**

This course surveys the historical development of American constitutionalism from its beginnings. Emphasized are the framing of the Constitution and different approaches to its meaning; the origins and rationale of judicial review; evolving doctrines of judicial self-limitation; and early cases on race relations. Prerequisite: POL 131. Offered Alternate Years

SOC 330 Sociology of Law **Three Credit Hours**

The purpose of this course will be to analyze the role of law as an agency of social control, and its relationship to other social institutions. Special emphasis will be placed on the social functions of courts, judges and the legal profession. Law will be viewed as a reflection of sociocultural values. Prerequisite: SOC 131. Offered Alternate Years

Skill Courses

ACC 235 **Three Credit Hours**

A study of fundamental accounting principles with emphasis on managerial use of accounting data and analysis of financial statements. Prerequisite: MTH 132 or 137

ENG 391 Advanced Composition **Three Credit Hours**

Use of literature as a basis for writing themes and developing oral and written communication skills. Emphasis on specialized kinds of writing. Review of the business letter and English fundamentals. Mastery of the techniques of research, using the MLA Style sheet as a guide. Recommended for all students who wish to increase their proficiency in oral or written composition.

HCP 533 Language - Latin I **Three Credit Hours**

Language is the most pervasive aspect of human culture. Language facilitates the accumulation and storage of a social heritage, and the transmission of that social heritage from one generation to the next. This approach utilizes the study of language as a method of studying the social heritage of different societies.

RPHI 432 Critical Thinking **Three Credit Hours**

The course studies fallacies and errors in reasoning which occur most frequently in discussion and argument. It concentrates on actual arguments given in ordinary language.

SPEECH 330 Speaking in the Professions **Three Credit Hours**

Practice in preparing and presenting various types of speeches expected of professional people and in planning and conducting public discussions. Practice in parliamentary procedure.

THE COLLEGE OF PROFESSIONAL STUDIES

The College of Professional Studies prepares students to enter professional life as informed citizens who are able to communicate effectively, think critically, and demonstrate competence in their field of study. The College offers programs that combine liberal studies with specialized career-oriented training to prepare students for entry-level positions, in education, government, and industry, immediately upon graduation. Additionally, students are provided opportunities to sharpen their analytical skills, and further develop leadership and interpersonal skills essential to professional career success.

The College of Professional Studies is comprised of the Departments of Business Administration and Economics, Communication Arts, Education, Health and Physical Education, Social Work and Computer Science and Engineering. Students may earn the Bachelor of Arts, Bachelor of Science, or Bachelor of Social Work degree. Some departmental programs are designed to prepare students for graduate and professional studies. Students may major in:

Business Administration
Communication Arts
Economics
Elementary Education
Health Education
Physical Education
Computer Engineering
Computer Science/Information Systems
Computer Science/Engineering
Social Work

DEPARTMENT OF BUSINESS ADMINISTRATION AND ECONOMICS

Johnson C. Smith, through its Department of Business Administration and Economics, is accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees:

- The Bachelor of Science in Business Administration (B.S.) with Concentrations in Accounting, Banking and Finance, Management and Marketing
- The Bachelor of Arts in Economics

The Department of Business Administration has a fourfold purpose: first, to guide students in understanding the operation of business and economic systems and to stress the interrelation among the various business disciplines; second, to prepare students for entry level jobs in profit and not-for-profit-making organizations; third, to provide a broad background for majors who intend to pursue graduate studies in economics, business, and other related fields; fourth, to develop leadership qualities in students that are necessary for making a constructive contribution to society through a chosen vocation.

In addition to the Liberal Studies requirements, each student is expected to complete 49 hours of business core courses, including one 3 hour international course offered by the business department. A minimum grade of C must be earned in all core courses and courses which count toward the major. All business administration and economics majors must complete the business administration core sequence.

Business Administration Core Courses

A major in either business administration or economics requires the completion of a core of 46 hours of business courses which represent the foundation disciplines in organizations. The required core courses are:

Accounting 235-236	6 hrs.	Management 333	3 hrs.
Economics 231-232	6 hrs.	Business 335*	3 hrs.
Business 233	3 hrs.	Marketing 331	3 hrs.
Business 234	3 hrs.	Management 334	3 hrs.

Business 330	3 hrs.	Business 339	3 hrs.
Business 433	3 hrs.	Business 460	3 hrs.
Business 410	1 hr.	Business 435	3 hrs.

*Those with a concentration in accounting are required to take Business 336 (Elements of Business Law) in place of Business 335 (Business Law: The Legal Environment of the Firm). They may take Business 335 as an elective. Non Business and Economics majors may take either course.

BUS 233 Business Statistics **Three credit hours**
Principles of applied business statistics, collection, tabulation, classification, presentation of business and economic data. Prerequisite: Math 132 or 137

BUS 234 Quantitative Methods in Business **Three credit hours**
An introduction to the process and analytical decision-making tools used in business (service and manufacturing) and economics. Topics include: introduction to operation management, linear programming, inventory management, project planning and control (Pert, Crp and Cpm), forecasting and others. Prerequisites: BUS 233, or permission of instructor.

BUS 330 Business Finance **Three credit hours**
An introduction to the basic concepts of financial management, focusing on the financial environment and markets, financial analysis, risk, the valuation process, capital budgeting, time value of money, working capital management, and international markets. Prerequisites: ACC 235 and ECO 231

BUS 335 Legal Environment of Business Ethics **Three credit hours**
A study of the legal settings of business organization including ethical consideration of managers, shareholders and consumers. Topics covered include torts, contracts, consumer credits, corporations, employer-employee relationship etc.

BUS 336 Elements of Business Law **Three credit hours**
Deals with the elements of law especially relevant to students who will take the CPA Exam. Prerequisite: RHC 192.

BUS 339 Management Information Systems **Three credit hours**
An overview of various business information systems with special emphasis on information solutions in business problems. The impact of these solutions in various corporate levels will be analyzed. Prerequisites: ACC 235, ECO 231, CSC 131. Corequisites: ACC 236; ECO 232.

BUS 410 Professional Preparation **One credit hour**
This course will provide help in surfacing, organizing, and assessing information that will be useful in job hunting efforts, as well as coaching in resume writing, interviewing skills, image building, and action planning. Prerequisite: permission of the instructor.

BUS 433 Business and Economic Research **Three credit hours**
An examination of various issues and topics from the perspective of business and economics including problem formulation, literature review, research and analytical design, data collection and analysis of data. This course will culminate with the completion of an investigative paper in BUS 460. Prerequisites: BUS 233; Senior Standing.

BUS 435 Business Policy **Three credit hours**
This course deals with the administration process under conditions of uncertainty. Emphasis is placed on integrating knowledge acquired in the functional areas of business administration in formulating management policies. Prerequisite: ACC 235, MGT 333, ECO 232, BUS 234, BUS 330.

BUS 460 Senior Paper **Three credit hours**
Students will write an investigative paper based upon the research proposal developed in the prerequisite course. The paper will be done under the supervision of a faculty person. Prerequisite: BUS 433; Senior Standing.

ECONOMICS

A Bachelor of Arts Degree in Economics requires the completion of a minimum of 122 hours. This includes 47 hours of Liberal Studies requirements, 49 hours of the Business Administration core, and 18 hours of Economics courses in addition to the core courses. In addition, 8 hours of electives are required.

REQUIRED COURSES (IN ADDITION TO LIBERAL STUDIES REQUIREMENTS AND CORE)

Economics 335	3 hrs.	Economics 432	3 hrs.
Economics 336	3 hrs.	Banking and Finance 331	3 hrs.
Economics 437	3 hrs.	Economics 438	3 hrs.

ECO 231-232 Principles of Economics **Three credit hours each**
An introductory course in principles and theories of economics. Prerequisite: RHC 192 and Math 132 or 137

ECO 332 Urban and Regional Economics **Three credit hours**
An analysis of the various theories of regional and urban development. Prerequisite: ECO 232.

ECO 333 Economic Development of the United States **Three credit hours**
A study of the economic history of the United States during the twentieth century. Prerequisite: Economics 232.

ECO 334 International Economics and Social Problems **Three credit hours**
A comprehensive view of the international field of exchange, production, and distribution. Prerequisite: ECO 232.

ECO 335 Microeconomic Theory **Three credit hours**
Examination of value and distribution theory, including the theory of consumer behavior and theory of the firms. Prerequisite: ECO 231 and 232.

ECO 336 Macroeconomic Theory **Three credit hours**
An analysis of the national income level, employment and price level. Prerequisite: Economics 335.

ECO 431 Industrial Organization and Regulation of Business **Three credit hours**
A discussion of market structures and problems of public policy created by the attempt at their control and regulation. Prerequisite: Economics 336.

ECO 432 Economic Development **Three credit hours**
A study of the economics of underdeveloped countries. Major concentration on African countries. Prerequisite: Economics 335 and 336 or permission.

ECO 437 Public Finance **Three credit hours**
An economic analysis of the rationale for public expenditures and taxation. Externalities, pollution and public policy, income redistribution and public welfare, and cost benefit analysis, taxation and state policy, state and local finance and fiscal federalism. Prerequisite: ECO 232 or By Permission of Instructor.

ECO 438 Environmental Economics **Three credit hours**

This course will focus on the use of economics in understanding pollution, congestion, conservation, and other environmental problems. Relevant economic models such as pricing schemes, damage functions, and benefit-cost analysis will be studied. Pollution taxes, regulations, marketable permits and subsidies considered in designing alterations in the incentive system will also be studied as well as non-market decision making as an alternative in the area of public policy. Prerequisite: ECO 232 or By Permission of Instructor

ECO 490 Internship **Three credit hours**

Internship related to Economics. Minimum of 120 hours of on-the-job experience designed to bridge the gap between the academic world and the business world. Student must have an overall grade point average of 2.0. Prerequisite: Six hours of Business Administration courses. Only one period of internship for credit is permitted.

CURRICULUM FOR ECONOMICS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	RHC 192	3
LS 130	3	CSC 131	3
Foreign Language	3	Foreign Language	3
MTH 131 (or higher)	3	LS 135	3
ORT 110	1	MTH 132 or higher	3
PED (Activity)	1	HED 121	2
	14		17

Sophomore Year

LS 235	3	ACC 236	3
ART, MUS, PHIL, REL	3	SPE 130	3
ECO 231	3	ECO 232	3
ENG 230	3	BUS 339	3
ACC 235	3	Elective	3
PED (Activity)	1	LS 237	3
	16		18

Junior Year

MKT 331	3	BUS 330	3
BUS 233	3	BUS 234	3
BAF 331	3	ECO 335	3
MGT 333	3	MGT 334	3
Elective	3	ECO 438	3
	15		15

Senior Year

BUS 335	3	BUS 460	3
ECO 336	3	ECO 432	3
BUS 433	3	International Course	3
Elective	2	BUS 435	3
ECO 437	3	BUS 410	1
	14		13

Total Hrs. **122**

BUSINESS ADMINISTRATION

The courses offered in the Business Administration Curriculum provide specialized concentration in four areas: Accounting, Banking and Finance, Management, and Marketing. Each student is required to choose one area of concentration.

ACCOUNTING

A Bachelor of Science Degree in Business Administration with a concentration in Accounting requires the completion of a minimum of 122 hours. This includes 47 hours of Liberal Studies requirements, 46 hours of the business administration core, a 3 hour international course, and 21 hours of Accounting in addition to the core courses. In addition, 5 hours of electives are required.

Students planning to major in Accounting should register for Accounting 235 in the fall semester of their sophomore year, in order to maintain a proper sequencing in their accounting courses. Failure to do so may require more than four years to complete the course requirements.

REQUIRED COURSES (IN ADDITION TO LIBERAL STUDIES REQUIREMENTS AND CORE)

Accounting 335	3 hrs.	Accounting 435	3 hrs.
Accounting 336	3 hrs.	Accounting 437	3 hrs.
Accounting 337	3 hrs.	Accounting 439	3 hrs.
Accounting 339	3 hrs.		

ACC 235 Introduction to Financial Accounting **Three credit hours**

This course introduces Accounting as an information system. The primary focus is on for-profit organizations and the measurement, processing, and communication of financial information for users external to the organizations. Emphasis is placed on recording and reporting financial activities following Generally Accepted Accounting Principles (GAAP). Prerequisite: Math 132 or higher

ACC 236 Introduction to Managerial Accounting **Three credit hours**

This course introduces the fundamental concepts associated with accounting information that is useful to managers and other individuals working inside the business. Emphasis is placed on providing of information to assist managers in their functions of planning, controlling, and decision-making. Prerequisite: ACC 235

ACC 331 International Accounting **Three credit hours**

A study of accounting techniques worldwide and how different techniques affect multi national firms and day to day international business practices. Prerequisites: ACC 235 and junior standing.

ACC 334 Not-for-Profit Accounting **Three credit hours**

The study of the procedures of accounting for government and other not-for-profit entities. Prerequisites: ACC 235 and junior standing.

ACC 335 Intermediate Financial Accounting I **Three credit hours**

This is the first of the three-course intermediate accounting sequence. This course focuses on the conceptual framework underlying financial reporting by business enterprises, the processes by which authoritative guidelines are promulgated, integration of the conceptual and computational aspects of income measurement, valuation and reporting problems associated with the accounting cycle, statement preparation, and asset accounting. Prerequisite: ACC 235, MTH 132 or MTH 137

ACC 336 Intermediate Financial Accounting II **Three credit hours**

This is the second course in the three-course intermediate accounting sequence. Focus is on the integration of the conceptual and computational aspects of asset, liability, and stockholders' equity accounts. Prerequisite: ACC 335

ACC 337 Intermediate Financial Accounting III **Three credit hours**

This is the third course in the three-course intermediate accounting sequence. Focus is on the integration of the conceptual and computations aspects of pensions, leases, income tax, and correction of errors in financial statements. Prerequisite: ACC 336

ACC 339 Cost Accounting **Three credit hours**

The study of basic principles, practices, and procedures of cost accounting including coverage of job order costing, process cost accounting, managerial profit planning and analysis, and budgeting. Prerequisite: Accounting 236.

ACC 431 Accounting Information Systems **Three credit hours**

An introduction to electronic accounting information processing systems with particular emphasis on internal controls and computer auditing techniques. Prerequisites: ACC 335, CSC 131

ACC 435 Advanced Accounting **Three credit hours**

An in-depth study of corporate accounting. Includes an analysis and evaluation of the structure and use of financial statements and reports, including consolidated statements. Prerequisite: Accounting 336.

ACC 436 CPA Review **Three credit hours**

Problems of accounting peculiar to examination leading to CPA Certificate. Prerequisite: Accounting 435.

ACC 437 Federal Income Tax Analysis I **Three credit hours**

An analysis of Federal Income Taxation and its application to individual and organizations. Prerequisite: Accounting 336.

ACC 438 Federal Income Tax Analysis II **Three credit hours**

A continuation of ACC 437. Emphasis is given to the issues of estates, trusts, and inheritance taxes. Prerequisite: Accounting 437.

ACC 439 Auditing **Three credit hours**

A study of the purposes and scope of audits and examinations, auditing standards, various types of audits, and the form of auditing reports. Prerequisite: Accounting 336.

ACC 490 Internship **Three credit hours**

Internship related to Accounting. Minimum of 120 hours of on-the-job experience designed to bridge the gap between the academic world and the business world. Students must have an overall grade point average of 2.0. Prerequisite: Six hours of Business Administration courses. Only one period of internship is permitted.

CURRICULUM FOR ACCOUNTING CONCENTRATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	RHC 192	3
LS 130	3	CSC 131	3
Foreign Language	3	Foreign Language	3
MTH 131 (or higher)	3	LS 135	3
ORT 110	1	MTH 132 (or higher)	3
PED (Activity)	1	HED 121	2
	14		17

Sophomore Year

LS 235	3	ACC 236	3
ART, MUS, PHIL, REL	3	SPE 130	3
ECO 231	3	LS 237	3
ENG 230	3	ECO 232	3
PED (Activity)	1	Elective	3
ACC 235	3	BUS 339	3
	16		18

Junior Year

BUS 233	3	BUS 234	3
MGT 333	3	MGT 334	3
ACC 335	3	ACC 336	3
ACC 339	3	BUS 330	3
BUS 410	1	BUS 336	3
Elective	2		15
	15		

Senior Year

ACC 337	3	ACC 439	3
International Course	3	BUS 435	3
ACC 437	3	ACC 435	3
BUS 433	3	BUS 460	3
MKT 331	3		12
	15		

Total Hrs. 122

BANKING AND FINANCE

A Bachelor of Science Degree in Business Administration with a concentration in Banking and Finance requires the completion of 122 hours. This includes 47 hours of Liberal Studies requirements, 46 hours of the Business Administration core, a 3 hour international course, and 21 hours of Banking and Finance courses in addition to the core courses. In addition, 5 hours of electives are required.

REQUIRED COURSES (IN ADDITION TO LIBERAL STUDIES REQUIREMENTS AND CORE)

Banking and Finance 331	3 hrs.	Banking and Finance 430	3 hrs.
Banking and Finance 332	3 hrs.	Banking and Finance 432	3 hrs.
Banking and Finance 431	3 hrs.	Banking and Finance 339	3 hrs.
Banking and Finance 333	3 hrs.		

BAF 231 Personal and Family Finance **Three credit hours**
An analysis of financial decisions and judgments which the average family must make during a lifetime. Prerequisite: Math 132 or 137.

BAF 331 Money and Banking **Three credit hours**
An examination of money, the U.S. financial system, central banking, monetary theory, stabilization policies, inflation, and international financial considerations. Prerequisite: Accounting 235-236, Economics 231-232.

BAF 332 Commercial Bank Mgmt. **Three credit hours**
An analysis of the theory, issues, and practice of commercial banking from a financial management perspective. Includes the use of bank computer simulation. Prerequisite: Business 330 and BAF 331.

BAF 333 Financial Statement Analysis **Three credit hours**
This course presents the concepts and techniques of financial analysis as employed by the external users of financial statements of publicly traded companies that are prepared according to the Generally Accepted Accounting Principles. The objective of the course is utilizing accounting information in making investing, lending, and other managerial decisions. Prerequisites: ACC 235; ECO 236; BUS 330.

BAF 334 International Finance **Three credit hours**
An introduction to the special financial problems encountered by a business concern or commercial bank operating in the international environment. Emphasis is given to cross-border transactions and risks, international financial markets and institutions, and the financing of foreign trade and operations. Prerequisites: Business 330. Offered in alternate semesters.

BAF 335 Cash Management **Three credit hours**
This course provides an application of corporate financial management concepts to the firm's short-term investment and financing decisions. Prerequisite: BUS 330

BAF 336 Wills, Trusts, & Estate Planning **Three credit hours**
This course provides an understanding of federal estate and gift tax systems and discusses the role of the tax system, wills and trusts on estate planning within the perspective of an individual's long-term goals. Topics include: federal estate and gift taxation; various estate planning techniques; trusts; life insurance as a estate planning tool; intra family business and property transfers; planning for incapacity; and divorce planning. Prerequisite: BUS 335 or BUS 336

BAF 337 Retirement Planning **Three credit hours**
A comprehensive study of personal, government-sponsored, and employee-sponsored retirement plans within the perspective of achieving an individual's retirement goals. Prerequisite: BUS 335 or BUS 336

BAF 339 Risk Management and Financial Planning **Three credit hours**
This course examines the nature of risk and explores the principles of risk management from individual and business perspectives. The course covers tactics, techniques,

and strategies for management of life, health, long-term care, property, liability, and disability risk exposures. Prerequisite: BUS 330

BAF 430 Corporate Finance **Three credit hours**
An advanced study of a firm's financial strategy involving its long and short term investment, financing, and dividend decisions. Prerequisite: BAF 330

BAF 431 Investments **Three credit hours**
An investigation of the investment environment and the concepts and practice of security analysis and portfolio management. Includes the use of computer simulation. Prerequisite: Business 330.

BAF 432 Financial Institutions and Markets **Three credit hours**
An introduction to money and capital markets, financial intermediation, and bank and non-bank financial institutions as they relate to the supply and demand of loanable funds. Prerequisite: Business 331.

BAF 433 Special Topics in Finance **Three credit hours**
Studies selected topics of special interests in finance that are not covered in other offered courses. The content of the course is tailored to the interests of the instructor and needs and of the student. This course may be repeated with the permission of the advisor.

BAF 490 Internship **Three credit hours**
Internship related to Banking and Finance. Minimum of 120 hours of on-the-job experience designed to bridge the gap between the academic and the business world. Student must have a minimum overall grade point average of 2.0. Prerequisite: Six hours of Business Administration courses. Only one period of internship is permitted.

CURRICULUM FOR BANKING & FINANCE CONCENTRATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	RHC 192	3
LS 130	3	Foreign Language	3
Foreign Language	3	LS 135	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
ORT 110	1	HED 121	2
PED (Activity)	1	CSC 131	3
	14		17

Sophomore Year

LS 235	3	ACC 236	3
ART, MUS, PHI, REL	3	SPE 130	3
ECO 231	3	ECO 232	3
ENG 230	3	Elective	3
PED (Activity)	1	LS 237	3
ACC 235	3	BUS 339	3
	16		18

Junior Year

BAF 330	3	BUS 333	3
BUS 233	3	BUS 234	3
MKT 331	3	MGT 334	3
BAF 331	3	BAF 332	3
MGT 333	3	BAF 339	3
	15		15

Senior Year

Elective	2	BAF 432	3
BAF 431	3	BUS 460	3
BUS 433	3	BUS 410	1
BUS 335	3	BUS 435	3
BAF 430	3	BAF 334	3
	14		13

Total Hrs. 122

MANAGEMENT

A Bachelor of Science Degree in Business Administration with a concentration in Management requires the completion of a minimum of 122 hours. This includes 47 hours of Liberal Studies requirements, 46 hours of the Business Administration core, a 3 hour international course, and 18 hours of Management courses in addition to the core courses. In addition, 8 hours of electives are required.

REQUIRED COURSES (IN ADDITION TO LIBERAL STUDIES AND CORE REQUIREMENTS)

Management 335	3 hrs.	Management 436	3 hrs.
Management 336	3 hrs.	Management 440	3 hrs.
Management 339	3 hrs.	Management 434	3 hrs.

MGT 333 Principles of Management and Organizational Behavior **Three credit hours**

A study of the management process emphasizing an understanding of the functions of management. Extensive coverage will be given to studying the impact of human behavior in managerial effectiveness including individual and group dynamics, motivation, leadership, teamwork, and interpersonal communication. Prerequisite: Math 131-137.

MGT 334 Human Resource Management **Three credit hours**

A study of human resources management theories, systems, concepts and strategies including employment and retrenchment procedures, training and development, and remuneration. Prerequisite: MGT 333.

MGT 335 Leadership and Organizational Change **Three credit hours**

This course focuses on the influence of leadership, motivation, group dynamics, communications, and change on effective and efficient utilization and development of human resources emphasizing the role of a leader as a change agent. Prerequisite: MGT 333.

MGT 336 Business Communication **Three credit hours**

This course focuses on the nature and problems associated with individual, interpersonal and organizational communication in business. A variety of verbal techniques will be used such as presentations, graphics, public speaking, and writing, to foster effective organizational and individual performances. Prerequisite: MGT 333

MGT 339 Small Business Management **Three credit hours**

Stresses the importance of small business management, methods, sources, and procedures. Prerequisites: Math 131-137.

MGT 432 Production Control **Three credit hours**

Development of ability to analyze and to solve production problems and to formulate production policies. Introduction to quantitative techniques in production management. Prerequisite: Management 333.

MGT 434 Management Case Analysis **Three credit hours**

This course involves the analysis of different business situations and creating a solution for these situations. The case analysis method is a valuable tool in investigating decisions that students will face in the business environment such as expansion decisions, strategic planning, and dealing with competition. Prerequisites: MGT 333 and BUS 330.

MGT 436 Organizational Behavior and Desing **Three credit hours**

An analysis of individual and group behavior and organizational structure from the perspective of goal-oriented managers. Prerequisite: Management 333.

MGT 437 Special Topics in Management **Three credit hours**

Permits groups of students and professor to explore areas not extensively covered in other courses. Prerequisite: Management 333. This course may be repeated for additional credit.

MGT 438 International Business **Three credit hours**

This course will examine the unique problems faced by firms that engage in International operations. It is expected to provide students with a description and analysis of the mechanics of doing business abroad.

MGT 440 Total Quality Management **Three credit hours**

This course is a study of a cooperative form of doing business that relies on the talent and capabilities of both labor and management to continually improve customer satisfaction, quality, and productivity using teams. The course focuses on the practice of participative management through the use of an integrated system of tools, techniques, and training measures. Prerequisite: MGT 333.

MGT 490 Internship **Three credit hours**

Internship related to Management. Minimum of 120 hours of on-the-job experience designed to bridge the gap between the academic world and the business world. Student must have an overall grade point average of 2.0. Prerequisite: Six hours of Business Administration courses. Only one period of internship is permitted.

CURRICULUM FOR MANAGEMENT CONCENTRATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	RHC 192	3
LS 130	3	CSC 131	3
Foreign Language	3	Foreign Language	3
MTH 131 (or higher)	3	LS 135	3
ORT 110	1	MTH 132 (or higher)	3
PED (Activity)	1	HED 121	2
	14		17

Sophomore Year

LS 235	3	ART, MUS, PHI, REL	3
SPE 130	3	ENG 230	3
ACC 235	3	ACC 236	3
ECO 231	3	ECO 232	3
MGT 333	3	BUS 410	1
LS 237	3	MGT 334	3
	18		16

Junior Year

BUS 233	3	BUS 234	3
MGT 336	3	MGT 335	3
BUS 330	3	MGT 339	3
MKT 331	3	BUS 433	3
BUS 339	3	BUS 335	3
	15		15

Senior Year

MGT 436	3	BUS 435	3
MGT 434	3	MGT 440	3
International Course	3	Elective	3
BUS 460	3	Elective	3
Elective	3		12
	15		

Total Hrs. 122

MARKETING

A Bachelor of Science Degree in Business Administration with a concentration in Marketing requires the completion of a minimum of 122 hours. This includes 47 hours of Liberal Studies requirements, 46 hours of the Business Administration core, a 3 hour international course, and 18 hours of Marketing courses in addition to the core courses. In addition, 8 hours of electives are required.

REQUIRED COURSES (IN ADDITION TO LIBERAL STUDIES REQUIREMENTS)

Marketing 332	3 hrs.	Marketing 432	3 hrs.
Marketing 334	3 hrs.	Marketing 335	3 hrs.
Marketing 350	3 hrs.	Marketing 430	3 hrs.

MKT 331 Principles of Marketing **Three credit hours**

A course designed to show the characteristics, history, and functions related to marketing. Emphasis on product definition, promotion, distribution, and pricing. Prerequisite: Math 131-132.

MKT 332 Advertising **Three credit hours**

A course intended to provide an understanding of advertising, its functions in our way of life, and its role in business. Prerequisite: Marketing 331.

MKT 334 Principles of Retailing **Three credit hours**

An introduction to the structure of retailing and problems associated with the management of retail stores of various types. Prerequisite: Marketing 331.

MKT 335 Fundamentals of Selling **Three credit hours**

A course designed to provide the student with a general survey of the various careers in selling and a thorough study of salesmanship and sales management. Prerequisite: Marketing 331.

MKT 350 Consumer Behavior **Three credit hours**

Study of the theories of consumer, with contribution from social sciences, and the implications on human consumption including decision making factors which impact consumer purchasing patterns. Prerequisite: MKT 331.

MKT 430 Marketing Channels **Three credit hours**

This course covers channels of distribution, from the Manufacturer (provider) to the wholesaler and retailer. Emphasis is placed on marketing decision areas relating to wholesaling and the overall flow of economic goods and services through these agents. Prerequisite: MKT 331: MKT 334

MKT 432 Managerial Marketing **Three credit hours**

An analysis of the nature and work of the marketing manager, who organizes, directs, and controls the various functional specialties of marketing. Prerequisite: Marketing 334.

MKT 435 International Marketing **Three credit hours**

A course designed to introduce students to the cultural, institution, political, and economic variables influencing the international marketing environment, the concept of international trade, and a framework for the development and implementation of a multinational marketing strategy. Prerequisite: Marketing 331.

MKT 490 Internship **Three credit hours**

Internship related to Marketing. Minimum of 120 hours of on-the-job experience designed to bridge the gap between the academic world and the business world. Students must have an overall grade point average of 2.0. Prerequisite: Six hours of Business Administration courses. Only one period of internship is permitted.

CURRICULUM FOR MARKETING CONCENTRATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	RHC 192	3
LS 130	3	CSC 131	3
Foreign Language	3	Foreign Language	3
MTH 131 (or higher)	3	LS 135	3
ORT 110	1	MTH 132 (or higher)	3
PED (Activity)	1	HED 121	2
	14		17

Sophomore Year

LS 235	3	ACC 236	3
ART, MUS, PHI, REL	3	Elective	3
ECO 231	3	ECO 232	3
ENG 230	3	SPE 130	3
ACC 235	3	MGT 333	3
PED (Activity)	1	LS 237	3
	16		18

Junior Year

MGT 334	3	BUS 330	3
BUS 233	3	BUS 234	3
Elective	3	MKT 334	3
MKT 331	3	MKT 332	3
Elective	3	BUS 335	3
	15		15

Senior Year

MKT 335	3	MKT 350	3
International Course	3	BUS 460	3
BUS 433	3	BUS 410	1
BUS 435	3	MKT 430	3
BUS 339	2	MKT 432	3
	14		13

Total Hrs. 122

DEPARTMENT OF COMMUNICATION ARTS

The Department of Communication Arts educates students to meet the increasing demand for graduates trained in media production and management. Video and audio production facilities, television and radio stations, newspapers, magazines, public relations agencies, and Internet communications firms seek graduates trained as broadcasters, reporters, editors, photographers, production personnel, and other professionals in communications.

The Department of Communication Arts has the following goals:

- to render service to society and the local community by training students to be highly competent in various areas of mass media;
- to maintain a reciprocal relationship between Johnson C. Smith University and local radio, television, video production, newspaper, magazine, public relations, and graphic design establishments;
- to develop student talent for job opportunities; and
- to help students develop positive self-images by the accomplishment of work well done.

The Communcations Arts program emphasizes hands-on practice and experience in lab classes, on-campus workshops, and off-campus internships. Students typically learn basic skills in the sophomore year and work in the production of programs or publications in on-campus workshops in the junior year. Most students work in internships with communications firms in their senior year. In on-campus workshops, students in Journalism and Graphic Arts produce a student newspaper, students in Public Relations and Marketing Communication produce a professional newsletter and conduct public relations campaigns, and students in Telecommunications create video and audio projects in the campus production facilities. Internships are not required for graduation, although they are strongly recommended for most students. Internships require an advisor's permission, and students who have not developed the requisite skills will not be permitted to register academic credit for internships.

The Department of Communication Arts has the following educational objectives:

- to acquaint the student with media as communication and as art,
- to help the student improve written and verbal communication skills,
- to provide the student with practical experience in media production,
- to provide opportunities for students to gain experience in professional media, and
- to prepare the student for good entry-level jobs in communication fields or graduate or professional school.

The department is firmly committed to participating in the University-wide Learning Across the Curriculum Program. The following courses are usually offered as LAC classes: JGA 337, Journalism and Graphic Arts Workshop; Media 231; Introduction to Mass Communication; Media 233, Media Writing; Media 331, Junior Seminar; Media 431, Senior Seminar; PUR 333, Public Relations I; and PUR 335, Public Relations II.

The major in Communication Arts consists of forty-two hours from the areas of Media, Journalism and Graphic Arts, Public Relations and

Marketing Communication, and Telecommunications. Media 231, Media 233, Media 331 and Media 431 are required for all areas, with other courses required within each of the three professional concentrations of study or by individual contract.

A minimum grade of "C" must be earned in all courses that count toward the 42-hour requirement for the major. A student may take a maximum of 54 hours of Communication Arts courses. A student may substitute up to nine hours of Management or Marketing courses from the Department of Business Administration and Economics for major electives with the permission of the Communication Arts Department. Permission is given when the Management or Marketing courses form an integral part of a student's major program.

The Communication Arts major is extremely popular, and the cost of instruction makes it impossible to meet the demand without restrictions. Consequently, admission to the major is not automatic. To be prepared for internships, students should be taking Communication Arts courses in the first semester of the sophomore year. Before being admitted as a major, a student is advised by department faculty members but has probationary status as a major.

Admission to the major is contingent on acceptance by the Communication Arts faculty who meet late in each semester to decide on the admissibility of students who have completed at least six hours of Communication Arts classes. The decision is based upon reports from instructors on the performance of students in their Communication Arts classes. Accepted students then are advised to declare the major. Students who are not accepted may not declare the major and may not take additional Communication Arts classes. In borderline cases, a student may be continued on probationary status and a decision on admission to the major can be deferred for one additional semester. The faculty also decides on prospective minors based on faculty reports on performance in Communication Arts classes. Students may not accumulate more than twelve hours of credit in Communication Arts classes before being accepted as a major or minor.

Shortly after beginning to take Communication Arts classes, each prospective major decides upon a concentration and plans an individual program of study in consultation with an advisor. Concentrations available are (1) Journalism and Graphic Arts, (2) Public Relations and Marketing Communication, and (3) Telecommunications. In most cases, a student's individual program of study is similar to the "suggested program" for the concentration. In every case, the individual program includes the department requirements above and the following additional concentration requirements: for Journalism and Graphic Arts—JGA 331, Reporting and JGA 337, Journalism Workshop; for Public Relations and Marketing Communications—PUR 333, Public Relations I, and PUR 335; Public Relations II; and for Telecommunications—TEL 235, Broadcast Operations, and either TEL 236, Audio Production and Programming I or TEL 237, Television Production and Programming I.

Communication Arts majors are preparing for a wide variety of different entry-level jobs, either directly after graduating from Johnson C. Smith University or after advanced study in graduate programs. Consequently, individual programs of study may differ significantly for students within the same concentration, and many individual programs will include courses from outside a student's own concentration. In addition, given the fluctuating and competitive nature of the job market, many students take significant course work in two concentrations to prepare for a wider range of entry-level jobs.

Majors in other programs who are interested in careers related to communications can elect Communications Arts as a minor. The minimum of twenty-one hours required for the minor would be unlikely to provide enough training and experience to make the student a good candidate for jobs, so any minor program must be devised carefully by the student and a Communication Arts advisor.

The Communication Arts Department is committed to making its classes available to minors and to other non-majors throughout the University for whom Communication Arts courses form a relevant part of their programs of study. However, equipment availability limits the size of some classes. The department reserves the right to limit non-major enrollment in classes when a class is not related to a non-major's program of study and/or non-major enrollment would exclude majors from a class in their major programs of study.

SPEECH

SPEECH 130† Fundamentals of Speech **Three credit hours**

Introduction to speech communication as it applies to practical, intrapersonal, interpersonal, small group and public settings. Includes study and practice of voice and dialect, organization and delivery of formal presentations and critical analysis of speech concepts and techniques. (Formerly Speech 131.)

SPEECH 230 Argumentation and Debate **Three credit hours**

A practical course in learning how to build and refute arguments in order to participate in various types of debates. Includes study of reasoning and classic canons of rhetoric: invention of topics, arrangement, style, and delivery. Also includes extensive research and case studies.

SPEECH 231 Voice and Diction **Three credit hours**

The course presents instruction and drills for the improvement of vocal characteristics, including diction, pitch, tempo and quality. Includes lectures on the vocal apparatus and the International Phonetic Alphabet. Also includes intensive individual instruction.

SPEECH 330 Speaking in the Professions **Three credit hours**

Practice in preparing and presenting various types of speeches expected of professional people and in planning and conducting public discussions. Practice in parliamentary procedure.

† General education requirement.

JOURNALISM AND GRAPHIC ARTS

JGA 233 Photojournalism I **Three credit hours**
A course in basic still photography and photojournalism. A laboratory fee may be required.

JGA 234 Photojournalism II **Three credit hours**
Advanced course in composition, use of lighting for print and slide photography. Prerequisite: Journalism and Graphic Arts 233. A laboratory fee may be required.

JGA 235 Design I **Three credit hours**
Basic course in visual concepts and design techniques. A laboratory fee may be required.

JGA 236 Design II **Three credit hours**
Advanced course in visual concepts and design techniques for electronic and print media. Prerequisite: Journalism and Graphic Arts 235. A laboratory fee may be required.

JGA 330 The African-American Press **Three credit hours**
A history of the African-American press, including an examination of black newspapers.

JGA 331 Reporting **Three credit hours**
Development of sound news judgment. Practice in various methods of searching for news, interviewing and fact finding, and techniques of reporting news. Required of students in the Journalism and Graphic Arts concentration. Prerequisite: Media 233.

JGA 332 Feature Writing **Three credit hours**
Training and extensive practice in writing feature stories for newspaper and magazines. Prerequisite: Media 233.

JGA 333 Editing **Three credit hours**
Techniques and production processes employed in various types of publications. Copy editing, headline writing, layout and other facets of editing newspapers, with some attention to other types of publications as time permits. Required of students in the Journalism and Graphic Arts concentration. Prerequisite: Media 233.

JGA 337 Journalism and Graphic Arts Workshop **Three credit hours**
Practical experience in reporting, writing, editing, layout, design, and photography for the student newspaper—editing will be included as substantive material both semesters. Copy editing, headline writing, layout, and other facets of editing newspapers, with some attention to other types of publications, will be covered. May be repeated once for credit if available space permits. The class must be taken once in the fall and once in the spring semester. The two semesters may be taken in either order. Prerequisites: Media 233 and permission of Department.

JGA 319, 329, 339 Special Topics in Journalism and Graphic Arts
One to three credit hours
Advanced study in professional practices in journalism and graphic arts—may be repeated for up to six hours of credit if topics are different. Prerequisite: Permission of Department.

JGA 413, 423, 433 Internship in Journalism and Graphic Arts
One to three credit hours
Practical experience in publishing and graphic arts in professional organizations. Open only to advanced Communication Arts major and upon the determination by an advi-

sor that the student is prepared for the internship desired. May be repeated for a total of six credit hours. An internship requires forty hours of work time for each hour of academic credit. Prerequisite: Permission of Department.

MEDIA

MEDIA 231 Introduction to Mass Communication **Three credit hours**

The course presents a survey of the nature, characteristics, and history of the mass communications industries—newspapers, magazines, motion pictures, records, radio, television, Internet communication, public relations and advertising. It also introduces students to professional opportunities in those fields with guest speakers from and field trips to local communication organizations. Required of all Communication Arts majors. Should be taken in the sophomore year.

MEDIA 233 Media Writing **Three credit hours**

Basic techniques of writing in styles and formats widely employed in the professional media. Required of all majors, preferably in the sophomore year.

MEDIA 331 Junior Seminar **Three credit hours**

The student will formulate a topic, conduct a literature search, and develop a research plan as necessary to write a proposal for a senior investigative paper. The proposal will be presented orally, using audio-visual support when appropriate, and reviewed by at least one reader who is not the instructor, but whose advice will be considered by the instructor in determining the grade. Successful completion of the course requires acceptance of the written proposal. The course requires regular individual meetings with the instructor in addition to scheduled class time. Required of junior Communication Arts majors.

MEDIA 333 Communication Management, Marketing and Research **Three credit hours**

Covers business-side operations in media firms, including advertising, research, marketing, promotions, and sales.

MEDIA 431 Senior Seminar **Three credit hours**

The student will write a senior investigative paper and present it orally, using audio-visual support when appropriate. The paper will be reviewed by at least one reader who is not the instructor, but whose advice will be considered by the instructor in determining the grade. Successful completion of the course requires acceptance of the senior investigative paper by the university. The course requires regular individual meetings with the instructor in addition to scheduled class time. Required of senior Communication Arts majors. Prerequisite: Media 331 and Senior standing.

PUBLIC RELATIONS AND MARKETING COMMUNICATION

PUR 233 Business Writing **Three credit hours**

Techniques of writing in business and other organizational contexts—including letters, reports, studies, and publicity materials. Public Relations students may be advised to enroll in sections taught by faculty members in the Public Relations concentration. Same as English 233.

PUR 333 Public Relations I **Three credit hours**

Training and extensive practice in employee communications, one of the two principal foci of public relations practice. The complementary course, PUR 335, Public Relations II, focuses on media relations. Minor topics in public relations are subdivided between the two courses, which may be taken in either order. Prerequisite: PUR 233, Business Writing; MED 233, Media Writing; or consent of instructor.

PUR 334 Corporate Video **Three credit hours**

Instruction and practice in writing, staging, shooting and editing video productions as commonly used in corporate and public service campaigns. Advanced practice in camera and editing techniques. When possible, students make tapes to be used in public relations campaigns. Prerequisite: TEL 237 or permission of instructor.

PUR 335 Public Relations II **Three credit hours**

Training and extensive practice in media relations, one of the two principal foci of public relations practice. The complementary course, PUR 333, Public Relations I, focuses on employee communication. Minor topics in public relations are subdivided between the two courses, which may be taken in either order. Prerequisite: PUR 233, Business Writing or consent of instructor.

PUR 336 Consumer Behavior **Three credit hours**

A study of human behavior as it relates to the consumption of goods and the use and acceptance of service. The early history, growth and recent trends in consumer psychology will be incorporated into coverage of the characteristics of consumers and consumer decision making. Occupations which apply psychological concepts to the study of consumer behavior will be explored. (Same as Psychology 336). OCCASIONALLY OFFERED

PUR 337 Public Relations Workshop **Three credit hours**

Practical experience in public relations work, including writing for a professional newsletter, promotional campaigns and other public relations work as available in any semester. May be repeated once for credit if available space permits. Marketing communications is covered in the fall and computer skills in the spring. If the class is taken twice, one semester must be fall and the other spring. Prerequisite: Permission of Department.

PUR 319, 329, 339 Special Topics in Public Relations and Marketing Communication
One to three credit hours

Advanced study of professional practices in public relations and marketing communication. May be repeated for up to six hours of credit if topics are different. Prerequisite: Permission of Department.

PUR 413, 423, 433 Internship in Public Relations and Marketing Communication
One to three credit hours

Practical experience in public relations and marketing communication in professional organizations. Open only to advanced Communication Arts majors and upon the determination by an advisor that the student is prepared for the internship desired. May be repeated for a total of six credit hours. An internship requires forty hours of work time for each hour of academic credit. Prerequisite: Permission of Department.

TELECOMMUNICATIONS

TEL 235 Broadcast Operations **Three credit hours**

Introduction to broadcast and cable station and network operations, including management, programming, regulation, ratings, advertising, and sales. Includes attention to public and educational broadcasting, cable services, and new technologies. The class includes guest speakers, field trips, and readings from professional literature. Required for all Telecommunications students. Enrollment may be limited to Telecommunications students when necessary.

TEL 236 Audio Production and Programming I **Three credit hours**

Audio programming practices and production techniques, nature and types of programs, radio and audio formats and strategies, acquiring and scheduling programs,

program analysis and criticism. Includes considerable hands-on practices. Telecommunications students are required to take either TEL 236 or 237.

TEL 237 Video Production and Programming I **Three credit hours**
Introduction to video production—writing, recording, performing, and producing. Includes hands-on work as camera operators, directors, editors, and producers for video. Telecommunications students are required to take either TEL 236 or 237.

TEL 330 Broadcast News Writing and Announcing **Three credit hours**
Instruction in gathering information, writing and announcing for radio and television. The focus is mainly on news and public affairs but the course may include attention to other types of programming. Prerequisite: Media 233.

TEL 332 Audio Production and Programming II **Three credit hours**
Advanced study of functions, theory, tools, and techniques of audio production and writing. Students write, perform, and produce in studios and production rooms and in the field. Includes the study of audio equipment and hands-on practice in production techniques. Prerequisite: TEL 236.

TEL 333 Video Production and Programming II **Three credit hours**
Advanced study and practice in video studio and field production, including both technical and creative facets of the work. Writing, producing and editing video projects. Prerequisite: TEL 237.

TEL 334 Video Postproduction **Three credit hours**
Techniques and applications of editing video for broadcast, independent, and corporate productions—includes production of titles and graphics for video. Prerequisite: TEL 237.

TEL 335 Audio Workshop **Three credit hours**
Advanced work in the campus audio facilities. Students conduct all facets of production and operations. With the approval of the instructor, a student may work in a variety of operations roles or concentrate on one function—production, announcing, programming, promotions, research, interviewing, studio or field recording, editing, etc. May be repeated once for credit if space permits. Prerequisites: for Telecommunication students, TEL 235 and at least one of the following: TEL 236 or 330 or MED 333; JGA and PUR students may substitute certain courses from those concentrations' prerequisites at the discretion of the advisor and the instructor. Permission of the Department is also required.

TEL 337 Video Workshop **Three credit hours**
Work on the production of longer form video projects. With the approval of the instructor a student may work in a variety of facets of the production of a show or concentrate on one function—research, writing, interviewing, performance, camera work, editing, etc. May be repeated once for credit if space permits. Prerequisites: for Telecommunications students, TEL 237 or 330; JGA and PUR students may substitute certain courses from those concentrations' prerequisites at the descretion of the advisor and the instructor. Permission of the Department is also required.

TEL 319, 329, 339 Special Topics in Telecommunications **One to three credit hours**
Advanced study in professional practices in telecommunications. May be repeated for up to six hours of credit if topics are different. Prerequisite: Permission of Department.

TEL 413, 423, 433 Internship in Telecommunications **One to three credit hours**
Practical experience in telecommunications organizations. Open only to advanced Communication Arts majors and upon the determination by an advisor that the stu-

dent is prepared for the internship desired. May be repeated for a total of six credit hours. An internship requires forty hours of work time for each hour of academic credit. Prerequisite: Permission of Department.

JOURNALISM AND GRAPHIC ARTS CONCENTRATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
For. Lang.	3	For. Lang.	3
LS 135	3	SPE 130	3
ORT 110	1	PED (Physical Activity)	1
	16		16

Sophomore Year

LS 235	3	MAJOR ELECTIVES	3
ENG 230	3	HED 121	2
PED (Physical Activity)	1	ART, MUS, PHI or REL	3
MED 231	3	JGA 233	3
MED 233	3	JGA 332	3
MAJOR ELECTIVES	3	ELECTIVES	3
	16		17

Junior Year

LS 237	3	JGA 235	3
JGA 331	3	JGA 337	3
JGA 337	3	MAJOR ELECTIVES	7
MED 331	3	ELECTIVES	3
ELECTIVES	3		16
	15		

Senior Year

JGA 433	3	JGA 433	3
MED 431	3	ELECTIVES	11
ELECTIVES	6		14
	12		

Total Hrs. 122

PUBLIC RELATIONS AND MARKETING COMMUNICATION CONCENTRATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
For. Lang.	3	For. Lang.	3
LS 135	3	SPE 130	3
ORT 110	1	PED (Physical Activity)	1
	16		16

Sophomore Year

LS 235	3	MAJOR ELECTIVES	3
ENG 230	3	HED 121	2
PED (Physical Activity)	1	ART, MUS, PHI or REL	3
MED 231	3	PUR 333	3
MED 233	3	PUR 337	3
PUR 233	3	JGA 235	3
	16		17

Junior Year

LS 237	3	MAJOR ELECTIVES	4
PUR 335	3	JGA 233	3
PUR 337	3	MED 333	3
MED 331	3	PUR 334	3
TEL 237	3	MAR 331	3
	15		16

Senior Year

MGT 333	3	MAR 332	3
MED 431	3	PUR 433	3
PUR 433	3	ELECTIVES	8
ELECTIVES	3		14
	12		

Total Hrs. 122

TELECOMMUNICATIONS CONCENTRATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131 (or higher)	3	MTH 132 (or higher)	3
For. Lang.	3	For. Lang.	3
LS 135	3	SPE 130	3
ORT 110	1	PED (Physical Activity)	1
	16		16

Sophomore Year

LS 235	3	MAJOR ELECTIVES	3
ENG 230	3	HED 121	2
PED (Physical Activity)	1	ART, MUS, PHI or REL	3
TEL 235	3	MED 231	3
TEL 237	3	MED 233	3
ELECTIVES	3	TEL 236	3
	16		17

Junior Year

TEL 337	3	MED 331	3
MAJOR ELECTIVES	6	MED 333	3
ELECTIVES	7	ELECTIVES	3
	16	MAJOR ELECTIVES	6
			15

Senior Year			
PUR 334	3	MED 431	3
TEL 433	3	TEL 433	3
MAJOR ELECTIVE	3	ELECTIVES	7
ELECTIVES	4		13
	13		

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

The department provides programs for earned degrees from Johnson C. Smith University in the following areas:

Information Systems Engineering (ISE)
Computer Engineering (CE)
Computer Science/Information Systems (CS/IS)

The Department programs are four years each if the student has the required prerequisites. The programs are offered to prepare students for competitive careers and graduate school opportunities in a wide spectrum of the information technology profession which includes software, hardware, programming, systems analysis, computer networking, telecommunications, robotics and automatic control systems, digital signal processing (DSP), information systems management and digital/analog electronics.

A major in Information Systems Engineering or Computer Engineering or Computer Science/Information Systems consists of a set of core courses (21 credit hours) plus additional courses required for each major. In addition, all students have to take 47 credit hours of Liberal Studies courses. A minimum of 122 credit hours is required for graduation.

In addition to these three programs, the department offers the Dual Degree Engineering program for students interested in areas of engineering other than the engineering programs offered by the department. For a description of this program and its requirements, see pages 213-214.

Students must comply with Johnson C. Smith University's requirements for graduation, including the general education requirements, Learning Across the Curriculum requirements, Senior Paper, and community service. For any of the required courses for the major the student must earn at least a grade of "C".

Core Courses

The following set of seven Core courses are required for all Information Systems Engineering (ISE), Computer Engineering (CE) and Computer Science/Information Systems (CS/IS) majors:

- Introduction to Computer Science and Engineering, CSE 138
- Programming I, CSC 231

- Programming II, CSC 232
- Data Structures and Algorithms, CSC 234
- Computer Organization and Architecture, CSC 333
- Data Communications, CSC 439
- Senior Project, CSE 430

(21 credit hours)

Information Systems Engineering Major (ISE)
Additional Courses Required for the Information Systems Engineering Major (ISE)

In addition to the 21 credit hour core above, the student must take the following courses:

Computer Science Courses (12 credit hours):

- Application Programming, CSC 331
- Operating Systems, CSC 334
- Internet Programming, CSC 335
- Database Processing, CSC 438

Computer Engineering Courses (18 credit hours):

- Logic and Digital Circuits, CSE 330
- Circuit Theory, CSE 331
- Foundations of Semiconductor Devices, CSE 332
- Electronic Measurements and Design, CSE 334
- Network Theory, CSE 335
- Electronics Circuits Design, CSE 432

Mathematics Requirements (9 credit hours):

- Introductory Statistics, MTH 136
- Introductory Calculus I, MTH 235
- Introductory Calculus II, MTH 236

Physics Requirements (4 credit hours):

- Electrodynamics, PHYSICS 244, Prerequisite is Mechanics, Physics 243

Restricted Electives (11 credit hours):
The student must select at least 11 credit hours from the following pool of courses:

- Introduction to discrete structures, CSC 233
- Digital Signal Processing, CSE 433
- Advanced Electronics Systems, CSE 434
- Automatic Control and Robotics, CSE 436

- Software Engineering, CSE 437
- Advanced Logic and Microprocessors, CSE 438
- Special Topics in Computer Science and Engineering, CSE 439
- Practicum, CSE 435

Computer Engineering Major (CE)
Additional Courses Required for the Computer Engineering Major (CE)

In addition to the 21 credit hour core above, the student has to take the following courses:

Computer Engineering Courses (27 credit hours):

- Logic and Digital Circuits, CSE 330
- Circuit Theory, CSE 331
- Foundations of Semiconductor Devices, CSE 332
- Electronic Measurements and Design, CSE 334
- Network Theory, CSE 335
- Electronics Circuits Design, CSE 432
- Digital Signal Processing (DSP), CSE 433
- Advanced Electronics Systems, CSE 434
- Advanced Logic and Microprocessors, CSE 438

Mathematics Requirements (10 credit hours):

- Calculus II, MTH 242, prerequisite is Calculus I, MTH 241
- Probability and Statistics, MTH 333
- At least 3 credit hours of mathematics from the following pool:
- Calculus III, MTH 341
- Introductory Linear Algebra, MTH 336
- Differential Equations I, MTH 434

Physics Requirements (4 credit hours):

- Electrodynamics, PHYSICS 244, prerequisite is Mechanics, PHYSICS 243

Restricted Electives (9 credit hours):
The student must select at least 9 credit hours from the following pool of courses:

- Introduction to Discrete Structures, CSC 233
- Application Programming, CSC 331
- Operating Systems, CSC 334
- Internet Programming, CSC 335
- Numerical Methods I, CSC 432
- Database Processing, CSC 438
- Software Engineering, CSE 437

- Special Topics in Computer Science and Engineering, CSE 439
- Practicum, CSE 435

Computer Science/Information Systems Major (CS/IS)
Additional courses required for the Computer Science/Information Systems Major (CS/IS)

In addition to the 21 credit hour core above, the student has to take the following courses:

Computer Science Courses (18 credit hours):

- Introduction to Discrete Structures, CSC 233
- Systems Analysis and Design, CSC 330
- Application Programming, CSC 331
- Operating Systems, CSC 334
- Internet Programming, CSC 335
- Database Processing, CSC 438

Business, Marketing, Management and Accounting Courses (18 credit hours):

- Principles of Economics, ECO 231
- Principles of Accounting I, ACC 235
- Principles of Accounting II, ACC 236
- Business Finance, BUS 330
- Principles of Marketing, MKT 331
- Principles of Management and Organizational Behavior, MGT 333

Mathematics Requirements (6 credit hours):

- Introduction to Statistics, MTH 136
- Introduction to Calculus I, MTH 235

Restricted Electives (12 credit hours):
The student must select at least 12 credit hours from the following pool of courses:

- Introduction to Programming, CSC 132
- Logic and Digital Circuits, CSE 330
- Software Engineering, CSE 437
- Special Topics inComputer Science and Engineering, CSE 439
- Numerical Methods I, CSC 432
- Introductory Calculus II, MTH 236
- Practicum, CSE 435

A Minor in Computer Science

A minor in computer science consists of at least eighteen hours of computer science courses and must include CSC 231, CSC 232, CSC 334 and CSC 439. The pool of recommended electives includes the following courses: CSC 330, CSC 335, CSC 438, CSC 435, and CSE 439.

A Minor in Computer Engineering

A minor in Computer Engineering consists of at least eighteen hours of computer engineering courses and must include CSE 138, CSE 330, CSE 331, CSE 332 and CSE 334. The pool of recommended electives includes the following courses: CSE 432, CSE 433, CSE 434, CSE 435, CSE 436, CSE 438 and CSE 439.

COURSE DESCRIPTIONS

COMPUTER SCIENCE 131 Computers in Society **Three credit hours**

This course provides students with an introduction to computer hardware and software in addition to computer applications such as word processing, spreadsheets, database, power point, and multimedia. The course will also introduce students to the World Wide Web and its applications.

COMPUTER SCIENCE 132 Introduction to Programming **Three credit hours**

This is an introductory level course in programming using Visual Basic (VB). Fundamental programming design concepts are introduced using flow charts and pseudo code. The course includes introductory level programming projects. Prerequisite: CSC 131 or consent of the department.

COMPUTER SCIENCE 231-232 Programming I, II **Three credit hours each**

These two courses include fundamentals of computer program design, flow charts and pseudo codes and fundamentals of structured and object-oriented programming. Students are taught how to design, code and execute programs using structured and object-oriented programming languages decided by the department (C++/Java). The two courses must include the implementation of competitive programming projects. Prerequisite: Mathematics 137 or higher.

COMPUTER SCIENCE 233 Introduction to Discrete Structures **Three credit hours**

The course includes elements of set algebra, partitions and counting techniques. Boolean algebra, graphs, trees, grammars, basic theory of groups and finite state machines. The course also includes the applications of these structures in computer science. Prerequisite: Mathematics 235 or 241, and Computer Science 232.

COMPUTER SCIENCE 234 Data Structures and Algorithms **Three credit hours**

The course includes basic concepts of data, linear lists, arrays and strings, representation of trees and graphs, hashing, sorting and search algorithms. Multi-linked structures, files and storage allocation and collection. Prerequisite: Computer Science 232 or consent of the department.

COMPUTER SCIENCE 330 Systems Analysis and Design **Three credit hours**

The course introduces the students to system concepts, tools, software engineering approach to the analysis and design of systems to meet the needs of the organization. The course also includes case studies. Prerequisite: Mathematics 235 or 241 and Computer Science 231.

COMPUTER SCIENCE 331 Application Programming **Three credit hours**

The focus of this course is the use of structured and object-oriented programming Languages (Java/C++), in the design and implementation of medium and high level programming projects. The projects should reflect practical applications from the information technology area including business, computer science and engineering applications. Prerequisite: Computer Science 234.

COMPUTER SCIENCE 333 Computer Organization and Architecture
Three credit hours

This course covers computer interconnection structures, central processing unit, instruction format and execution, memory organization and addressing techniques, micro-programmed control, I/O programming and interrupt handling, assembly language programming, parallel processing, pipelining and RISC architecture. Prerequisite: Computer Science 232.

COMPUTER SCIENCE 334 Introduction to Operating Systems Three credit hours

The course consists of a brief history of operating systems, major functions of modern operating systems including process management, input/output systems, memory management, and file and data management. Design considerations and comparison between widely used modern operating systems. Prerequisite: Computer Science 232.

COMPUTER SCIENCE 335 Internet Programming **Three credit hours each**

This course covers HTML, XML Java programming, web site design and implementation using various links to databases and other web sites and applications on E-commerce. Prerequisite: Computer Science 331.

COMPUTER SCIENCE 337-338 Introduction to Programming Languages
Three credit hours each

This course covers fundamental characteristics, syntax and structure of several major programming languages. Formal specifications of syntax, data types, operations, subroutine subprograms, statement types, and program structure. Run-time representation of programs and data. Program linkage and data transfer between programs. Prerequisite: Computer Science 232.

COMPUTER SCIENCE 421-422 Introduction to Theory of Computing
Two credit hours each

These two courses cover the fundamental concepts of automata theory, finite state and Turing machines, grammars and parsing techniques. Prerequisite: Computer Science 232 and 233.

COMPUTER SCIENCE 432 Numerical Methods I **Three credit hours**

The course covers algorithms and computer techniques for numerical solutions of problems in several areas including numerical integration and differentiation, systems of linear equations, zeros of functions and curve fitting. It also includes round-off error analysis. Prerequisite: Mathematics 242 or 236, 336 and Computer Science 232.

COMPUTER SCIENCE 433 Computer Software Organization and Design
Three credit hours

Design and implementation of system software including assemblers, loaders, linkers, utilities, and language processors. Systems programming using the C language. Prerequisites: Computer Science 334 and 336.

COMPUTER SCIENCE 434 Introduction to Compilers **Three credit hours**

Grammars and language types. Organization of compilers. Development of algorithms for lexical scanning and recognizers using the C programming. Symbol tables and code generation. Run-time storage organization, error recovery and diagnostics. Prerequisite: Computer Science 433.

COMPUTER SCIENCE 435 Numerical Methods II **Three credit hours**

This course covers numerical solutions of systems of linear equations, interpolation and extrapolation methods, numerical minimization and maximization of functions of several variables, introduction to optimization techniques, modeling of some engineering and physical systems and lab experience. Prerequisite: Computer Science 432.

COMPUTER SCIENCE 436 Topics in Computer Science **Three credit hours**

Courses designed to expose students to current and new developments in Computer Science. Prerequisite: Permission of Department.

COMPUTER SCIENCE 438 Database Processing **Three credit hours**

The course covers files and data structures for the database environment, logical and physical organization of databases, data models and query languages, concept of normal forms, data independence, security, integrity, and concurrency. Some special database packages may be included such as db2 and Oracle. Prerequisite: Computer Science 234.

COMPUTER SCIENCE 439 Data Communications **Three credit hours**

The course covers fundamentals of data communications, protocols, architecture, standards, data communications hardware and software, data communications media, LANs, WANs, MANs, network topology and applications, intersystem connectivity, network management, shared media and switched networks, servers, video teleconferencing fundamentals, ISDN networks and ATM. Prerequisite or Co-requisite: Computer Science 334.

COMPUTER ENGINEERING

COMPUTER ENGINEERING 138 Introduction to Computer Science and Engineering **Three credit hours**

The course covers a description of a computer system, relationship between software and hardware, software and hardware configuration, an introduction to logic circuits, an introduction to electronic circuits and systems and hands-on lab experience. Prerequisite or Co-requisite: Computer Science 131.

COMPUTER ENGINEERING 330 Logic and Digital Circuits **Three credit hours**

Basic logic gates, number systems, combinational logic circuits, optimization of logic circuits and K-maps, applications in logic systems design, sequential logic circuits, registers, memory and applications of sequential circuits. Prerequisite: MTH 137 or higher.

COMPUTER ENGINEERING 331 Circuit Theory **Three credit hours**

The course emphasizes Kirchoff's laws, voltage and current sources, d-c circuit analysis, circuit theorems, Thevenin's theorem, Norton's theorem, superposition theorem, maximum power transfer theorem, mesh and node equations. It also includes A-C waveforms, average and r.m.s. calculations, active and reactive power, introduction to a-c circuits, phasor diagrams and an introduction to transit circuit analysis. Prerequisite: Consent of department.

COMPUTER ENGINEERING 332 Foundations of Semiconductor Devices **Three credit hours**

This course provides an introduction to semiconductor devices, p-n junctions, diode circuits, half and full wave rectifiers, bridge rectifiers, clipping and clamping circuits, special diodes, p-n-p and n-p-n BJT, d-c characteristics and biasing circuits, d-c and a-c load lines. Field effect transistors (FET), MOSFETs and CMOS characteristics and biasing circuits. An introduction to amplifier circuits using BJT, FET and MOSFET. Prerequisite: Computer Engineering 331.

COMPUTER ENGINEERING 334 Electronics Measurements and Design
Three credit hours

This course introduces students to electronics measuring equipment such as oscilloscopes, power supplies and multimeters. It also includes the design and implementation of diode circuits, BJT circuits, FET and MOSFET circuits and some power electronic devices. Co-requisite: Computer Engineering 332.

COMPUTER ENGINEERING 430 Senior Project **Three credit hours**

The department will offer a group of senior projects every year which cover different areas in computer science, information technology and computer engineering. These projects will require individual investigation and research as well as team hardware and/or software implementation. Each student is required to successfully complete a senior investigative paper. Prerequisite: Senior status and permission of the department.

COMPUTER ENGINEERING 431 Network Theory **Three credit hours**

The course includes the theory of two-port networks, an introduction to transmission line theory, and impedance matching circuits. Techniques of modulation and demodulation of signals. An introduction to electromagnetic waves and antennas. Introduction to optical fiber systems. The course includes telecommunications lab experience. Prerequisite: Computer Engineering 332.

COMPUTER ENGINEERING 432 Electronics Circuit Design **Three credit hours**

The course includes operational amplifiers, RC and RF amplifiers, an introduction to pulse circuits, feedback and oscillators, analog and digital integrated circuits, an introduction to VLSI technology. Prerequisite: Computer Engineering 332.

COMPUTER ENGINEERING 433 Digital Signal Processing **Three credit hours**

This course emphasizes the sampling theory, spectrum of sampled signals, pulse code modulation, encoders/decoders, digital modulation techniques, frequency shift keying, phase shift keying, amplitude shift keying, delta modulation, digitization of audio and video signals, image compression and effect of noise on digital signals. The course also includes laboratory experience in the DSP lab. Prerequisite: Computer Engineering 432.

COMPUTER ENGINEERING 434 Advanced Electronics SystemsThree credit hours

This course introduces the students to a variety of advanced electronics systems such as microwave systems, transmission line systems, antenna systems, analog and digital communications systems, automatic control systems and robotics. The course includes lab experience in a variety of labs. Prerequisite: Computer Engineering 432.

COMPUTER ENGINEERING 435 Practicum **Three credit hours**

This course represents an opportunity for students, under supervision of faculty, to obtain work experience in the areas covered by the department academic programs. This can be implemented through internships, and/or research projects, 40 hours of work per credit hour is required. Accordingly, the student must work 120 hours for this 3 credit hours course. Prerequisite: Consent of department.

COMPUTER ENGINEERING 436 Automatic Control Systems **Three credit hours**

This course includes elements of electronic control systems, open and closed loop control systems, feedback systems, transfer function for control systems, Nyquest criteria and stability of control systems, stabilizing phase lead and phase lag circuits, Bode diagrams, dc and ac control systems, an introduction to digital control systems. The course includes lab experience in the automatic control and robotics lab. Prerequisite: Computer Engineering 431 and 433.

COMPUTER ENGINEERING 437 Software Engineering Three credit hours

Introduction to software processes, software requirements analysis and specifications, planning a software project and function-oriented design, object-oriented design, coding and testing. Prerequisite: CSC 234.

COMPUTER ENGINEERING 438 Advanced Logic and Microprocessors Three credit hours

The course includes sequential logic circuits, flip flops, computer reliability, computer arithmetic, assembly language programming, the central processing unit, microprocessor architecture, memory organization, input/output, practical microprocessor architecture. Prerequisite: Computer Engineering 330 and 432.

COMPUTER ENGINEERING 439 Special Topics in Computer Science and Engineering Three credit hours

In this course special topics cover new advances in computer science, computer engineering and information technology will be selected and offered by the department. The theme covered by the course may change from one semester to another. Examples are topics to cover are new networking operating systems, new database packages, artificial intelligence, and telecommunications. Prerequisite: Consent of the department.

SUGGESTED CURRICULUM GUIDE
Information Systems Engineering

Freshman Year

Fall Semester		Spring Semester	
CSC 131	3	CSC 232	3
CSC 231	3	MTH 235	3
ORT 110	1	CSE 138	3
LS 130*	3	SPE 130	3
RHC 191	3	RHC 192	3
MTH 137	3		15
	16		

Sophomore Year

CSE 330	3	CSC 234	3
MTH 136	3	HED	2
CSC 331	3	MTH 236	3
PHY 243	4	For. Langauge II	3
For. Language I	3	PHY 244	4
Elective (Dept)	1		15
	17		

Junior Year

LS 237	3	CSE 334	3
CSE 331	3	Elective	3
LS 235	3	CSE 335	3
CSC 333	3	CSC 334	3
Elective (Dept)	3	Rel/Mus/Art/Phil	3
	15		15

Senior Year

CSE 430	3	CSC 335	3
CSE 432	3	CSC 438	3
CSC 331	3	CSC 439	3
Elective (Dept)	3	Elective (Dept)	3
ENG 230	3	Elective (Dept)	3
	15	PED	1
			16
		Total Hrs.	124

SUGGESTED CURRICULUM GUIDE
Computer Science/Information Systems

Freshman Year

Fall Semester		Spring Semester	
CSC 131	3	CSC 232	3
CSC 231	3	MTH 235	3
ORT 110	1	CSE 138	3
LS 130*	3	SPE 130	3
RHC 191	3	RHC 192	3
MTH 137	3		15
	16		

Sophomore Year

LS 135	3	CSC 234	3
CSC 233	3	HED	2
MTH 136	3	ENG 230	3
For. Language I	3	For. Language II	3
ECO 231	3	ACC 235	3
	15	Elective	3
			17

Junior Year

LS 237	3	CSC 334	3
CSC 331	3	BUS 330	3
ACC 236	3	CSC 330	3
MAR 331	3	CSC 335	3
CSC 333	3	PED	1
LS 235	3		13
	18		

Senior Year

MGT 333	3	Rel/Mus/Art/Phi	3
CSC 331	3	CSC 438	3
CSE 430	3	CSC 439	3
PED	1	Elective (Dept)	3
Elective (Dept)	3	Elective (Dept)	3
PED	1	Elective (Dept)	3
	14		18
		Total Hrs.	126

SUGGESTED CURRICULUM GUIDE
COMPUTER ENGINEERING

Freshman Year

Fall Semester		Spring Semester	
CSC 131	3	CSC 232	3
CSC 231	3	MTH 242	4
ORT 110	1	CSE 138	3
LS 130*	3	SPE 130	3
RHC 191	3	RHC 192	3
MTH 241	4	PED	1
PED	1		17
	18		

Sophomore Year

CSE 330	3	CSC 234	3
CHE 131	3	HED	2
CHE 111	1	ENG 230*	3
PHY 243	4	For. Language II	3
For. Language I	3	PHY 244	4
Elective (Dept)	1		15
	15		

Junior Year

MTH 333	3	CSE 332	3
LS 237	3	CSE 334	3
CSE 331	3	CSE 335	3
LS 235	3	Rel/Mus/Art/Phil	3
CSC 333	3	Elective (Dept)	3
	15		15

Senior Year

CSE 430	3	CSC 439	3
CSE 432	3	CSE 434	3
CSE 433	3	CSE 438	3
Elective (Dept)	3	Elective	3
MTH (Elective)	3		12
	15		
		Total Hrs.	**122**

DUAL DEGREE ENGINEERING PROGRAM

The Dual Degree Engineering Program at Johnson C. Smith University is designed to provide the student with the proper tools for pursuing an engineering career combined with a solid Liberal Studies foundation. A student with a strong background in Mathematics may complete a three year curriculum at JCSU with a concentration in mathematics which contains most of the courses normally taken in the first two years at a typical engineering school. On transfer to an engineering school, the student should be able to complete the engineering degree in three more years. At the end of that time, the student will obtain a Bachelor of Science degree in Mathematics from JCSU and a Bachelor of Engineering degree from the engineering school.

In addition to the Liberal Studies requirements, the following courses are required as part of the dual-degree engineering program at JCSU. Math 241, 242, 341, 434, 333, 336, Physics 243, 244, 331, Chemistry 131, 111, 132 and 112, Computer Science 231 and 232 or equivalent, and Economics 231. It is necessary to take many of these courses in the proper sequence. Thus a student interested in the program should see the program director in the first semester to develop an appropriate schedule of courses. If a student is not ready for Math 241 in the first semester, that person should take it in the second semester or the next summer so that Physics 243 can be started in the fall of the second year.

Currently, JCSU collaborates with the University of North Carolina at Charlotte in offering programs leading to degrees in Civil, Electrical, and Mechanical Engineering. Transfer to UNCC under this program will require either a B or an A in Calculus II (Math 242). A suggested curriculum guide for the JCSU part of the program follows. The second part will depend on the particular engineering field chosen.

SUGGESTED CURRICULUM FOR ENGINEERS

YEAR 1

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ORT 110	1	RHC 192	3
LS 130	3	For. Lang.	3
RHC 191	3	MTH 242	4
For. Lang.	3	PED Activity	1
MTH 241	4	CSC 231	3
CSC 131	3		14
	17		

YEAR 2

LS 235	3	HED 121	2
ENG 230	3	Elective	3
PHY 243	4	PHY 244	4
CHE 131	3	CSC 232	3
CHE 111	1	CHE 132	3
PED Activity	1	CHE 112	1
	15		16

YEAR 3

Electives	3	REL/PHI/ART/MUS	3
PHY 331	3	MTH 434	3
MTH 333	3	MTH 336	3
MTH 341	3	ECO 231	3
SPE 131	3		12
	15		
		Total Hrs.	**89**

DEPARTMENT OF EDUCATION

The Department of Education offers a major in elementary education leading to the Bachelor of Arts degree and teacher licensure. The Bachelors degree with teacher licensure at the secondary level may be earned in mathematics, physical education, health, social studies, and English.

While teacher education at Johnson C. Smith University is viewed as an all-university wide function, the Department of Education assumes major responsibility for coordinating all programs. The Teacher Education Committee, composed of representatives from the various academic disciplines and the Vice President for Academic Affairs, formulates specific as well as broad policies that pertain to the best interests of the Teacher Education Program in the University and to recommend such to the Educational Policies Committee. All Teacher Education Programs have appropriate approval of the North Carolina State Department of Public Instruction. The Department of Education is accredited by the National Council for the Accreditation of Teacher Education (NCATE).

REQUIREMENTS FOR ADMISSION TO THE PROGRAM OF TEACHER EDUCATION

A formal application to enter the program of teacher education should be filed with the head of the Department of Education at the beginning of the first semester of the sophomore year. Transfer students entering the University with junior classification must make application during the first semester in residence. Application forms may be secured from the Department of Education Office.

To be admitted to teacher education, the student must meet the following requirements.

1. Completed forty five (45) semester hours with a cumulative grade point average of at least 2.50
2. Earned at least a grade of "C" in each Liberal Studies Course
3. Earned the state cut off scores on the Praxis tests: PPST Reading, PPST Writing and PPST Mathematics
4. Declared a major and be recommended by the department of the major
5. Completed an interview at the satisfactory level
6. Received a health statement indicating good physical and mental health
7. Recommended by three former professors, one of whom must be in the department of the applicant's major field
8. Completed EDU 220 at the satisfactory level
9. Approved by the Teacher Education Committee

Students who plan to teach in the elementary school, grades K-6, should major in elementary education. Teacher licensure at the secondary school level is available in the following subject areas: mathematics, health education, physical education, English and social studies. Students who plan to teach in the secondary school should select majors and minors from the above areas. It is highly recommended that students prepare to teach two subjects.

REQUIREMENTS FOR ADMISSION TO THE TEACHER EDUCATION PROGRAM FOR LICENSURE ONLY STUDENTS

Students who have a degree from an accredited college or university and wish to pursue a teaching career are encouraged to make formal application to the Teacher Education Program. Requirements for admission to Teacher Education are as follows:

a. Bachelor's degree from an accredited university with a cumulative grade point average of at least 2.5. If the student does not have a 2.5 GPA at the time of application, then they must attain a 2.5 by the end of the 12 hours of study at JCSU.

b. Achievement of the state cut off scores on the Praxis tests: PPST Reading, PPST Writing and PPST Mathematics.

c. Demonstration of proficiency in oral and written communication.

d. Recommendation from three former professors or employers.

e. Possession of a health certificate indicating good mental and physical health.

f. Declaration of a teaching specialty and acceptance in the department of the teaching specialty.

g. Approval of the Teacher Education Committee.

h. Approval of the department of the teaching specialty.

i. Completion of a personal interview and recommendation by the teacher education screening committee.

Licensure-only candidates must meet all admission requirements for admission to teacher education before student teaching. Lateral entry candidates must complete all admission requirements as part of their program and before they are recommended for licensure. All candidates are urged to complete all admission requirements as early as possible so progress will not be delayed.

PROFESSIONAL EDUCATION

The Department of Education offers the professional education component that is required of all prospective teachers. The courses are offered in the Department of Education and Department of Psychology. Degree seeking students are only allowed to take a maximum of fifty percent (50%) of the professional courses before they are formally admitted to teacher education.

REQUIRED COURSES IN PROFESSIONAL EDUCATION

Teacher certification at all levels requires the following education courses:

EDUCATION 220 Early Experiences in Teacher Education

†PSYCHOLOGY 235 Psychology in Childhood or PSYCHOLOGY 237 Pshychology of Adolescence

PSYCHOLOGY 239 Educational Psychology

*EDUCATION 296 Psychology of the Exceptional

*EDUCATION 330 Foundations of Education

†*EDUCATION 394 The Elementary School Curriculum or EDUCATION 395 The Secondary School Curriculum

†*EDUCATION 311 Junior Practicum in Elementary Education or Education 312 Junior Practicum in Secondary Education

†*EDUCATION 491 Student Teaching in Elementary Education or Education 492 Student Teaching in the Secondary School

†Elementary Education majors must take the course designated as Elementary Education and Secondary Education majors must take course designated as Secondary Education.

**Students must be formally admitted to Teacher Education to enroll in these courses.*

Goals and Objectives of the Elementary Education Speciality

The goal of the elementary education program is to prepare prospective elementary teachers to successfully assume their multifaceted roles as elementary educators within schools in our over-changing society. To this end, the program provides the theory, knowledge, and practice needed to help teachers make decisions in each role.

The objectives of the elementary major are to provide prospective teachers with:

1. an understanding of their multifaceted roles as elementary educators;
2. a knowledge and understanding of the history, philosophy, and theory that undergirds modern elementary education;
3. a knowledge and understanding of human growth and development and its application to developmentally appropriate practices in the elementary schools;
4. opportunities to acquire/develop knowledge and skills in planning and implementing developmentally appropriate practices with elementary school children;
5. a knowledge and understanding of all content areas of the elementary school curriculum;

6. opportunities for practical experiences throughout the program;
7. opportunities to acquire/develop critical reading, writing, speaking, thinking and research skills throughout the program;
8. an awareness of the need for continual personal and professional growth and development.
9. opportunities to develop knowledge and skills to work with elementary school children from diverse populations.
10. opportunities to develop knowledge and skills to select, evaluate and use technology to enhance teaching in elementary school classrooms.

CURRICULUM FOR ELEMENTARY EDUCATION (K-6)

(Effective Fall, 2000)

TOTAL Credit Hours

Liberal Studies 47

Prerequisite
PSYCHOLOGY 131 General Psychology 3

Professional Education 30
EDUCATION 220 Early Experiences in Teacher Education
PSYCHOLOGY 235 Psychology in Childhood
PSYCHOLOGY 239 Educational Psychology
EDUCATION 296 Psychology of the Exceptional
EDUCATION 330 Foundations of Education
EDUCATION 394 The Elementary School Curriculum
EDUCATION 311 Junior Practicum in Elementary Education
EDUCATION 491 Student Teaching in Elementary Education

Elementary Education Specialty 35
EDUCATION 232 Foundations of Childhood Education
EDUCATION 235 Teaching the Arts in the Elementary School
EDUCATION 332 Children's Literature
EDUCATION 333 Teaching Science in the Elementary School
EDUCATION 334 Teaching Elementary Social Studies
EDUCATION 337 Teaching Communication in the Elementary School I
EDUCATION 338 Teaching Communication in the Elementary School II
EDUCATION 421 Research in the Elementary School
MATHEMATICS 337 Mathematics for Elementary School Teachers I
MATHEMATICS 338 Mathematics for Elementary Teachers II
HEALTH EDUCATION 323 Health Education in the Elementary School
PHYSICAL EDUCATION 321 Physical Education in the Elementary School
HISTORY 231 North Carolina History

Concentrated Study 9

Elementary Education Majors are required to have concentrated study in one or more of the instructional areas of the elementary school curriculum. Students may select an area of study from **one** of the following: 1. Language and Literature, 2. Mathematics, 3. Science or 4. Social Studies. The concentrated area of study must include a minimum of fifteen (15) credit hours. Six credit hours from the required Liberal studies can be used to satisfy the fifteen hour requirement.

Students must select a minimum of nine hours from one of the following areas:

Language and Literature 9 hours
Mathematics 9 hours
Science 12 hours
Social Studies 9 hours

TOTAL HOURS 124

SUGGESTED SEQUENCE OF COURSES IN ELEMENTARY EDUCATION (K-6)

(Effective Fall, 2000)

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	RHC 192	3
LS 130	3	PSY 131	3
SPA or FRE 131	3	SPA or FRE 131	3
MTH 131, 137 or 241	3	MTH 132, 138 or 242	3
PED 125	2	CSC 131	3
HED 121	2	ART 131, MUS 131, REL 131, PHIL 131 or PHIL	3
ORT 110	1		
	17		18

Sophomore Year

LS 135	3	LS 237	3
LS 235	3	HIS 231	3
ENG 230	3	ART 131, MUS 131, REL 131 or PHI 131	3
EDU 220	2	EDU 232	3
PSY 235	3	PSY 239	3
SPE 130	3	EDU 235	3
	17	PED 321	2
			20

Apply for admission to Teacher Education the first semester of the sophomore year.

Junior Year

MTH 337	3	MTH 338	3
EDU 334	3	EDU 330	3
EDU 394	3	EDU 332	3
EDU 337	3	EDU 338	3
EDU 311	1	EDU 296	3
EDU 333	3	EDU 421	2
	16		17

Apply for admission to student teaching during the seventh semester.

Senior Year

Concentration or Elective	3	EDU 491	12
HED 323	2		12
Concentration	3		
Concentration	3		
Concentration	3		
	14		

Total Hrs. 131

A grade of "C" or better is required in each course submitted for fulfillment of the Elementary Education major, concentration and Liberal Studies. The student must have an overall GPA of 2.5 or above.

SUGGESTED SEQUENCE OF REQUIRED PROFESSIONAL EDUCATION AND SUPPORTIVE COURSES FOR SECONDARY MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
Liberal Studies and Electives	15	Liberal Studies and Electives	17
	15		17

Sophomore Year

Liberal Studies, Major, and Electives	12	Liberal Studies, Major, and Electives	15
Education 220	2	Psychology 239	3
Psychology 237	3		18
	17		

Apply for admission to Teacher Education the first semester of the sophomore year.

Junior Year

Liberal Studies, Major and Electives	14	Liberal Studies, Major and Electives	15
Education 395	3	Psychology 296	3
Education 312	1	Education 330	3
	18		21

Apply for admission to Student Teaching during the sixth or seventh semester.

Senior Year

Liberal Studies, Major and Electives	12	Education 492	12
Methods in the area of Specialization	2-3		12
	14-15		

Total Hrs. 132-133

EDUCATION COURSES AND DESCRIPTIONS

EDUCATION 220 Early Experiences in Teacher Education **Two credit hours**

This course is an orientation to the teacher education program, including the procedures for teacher certification. It provides a broad overview of the field of Education. Emphasis will be on issues and trends in education and teaching as a profession. Observations in school settings are required to assist students in exploring teaching as a career option.

EDUCATION 232 Foundations of Childhood Education **Three credit hours**
This course provides the prospective elementary or preschool teacher with knowledge of the history, philosophies and theories that undergird schools and programs for children from birth through grade six. The course will focus on the application of philosophies and theories to contemporary programs.

EDUCATION 235 Teaching the Arts in the Elementary School **Three credit hours**
The course provides extensive learning and exploratory experiences for prospective classroom teachers to comprehend basic principles and elements of the arts. Emphases are on techniques and strategies that integrate the arts with the teaching of other subject areas in the elementary classroom. Exposure and interaction with state-of-the-art technological teaching devices are used to aid and accelerate music and visual arts symbols and terminology.

EDUCATION 296 Psychology of the Exceptional **Three credit hours**
An examination of psychological approaches to understanding exceptional children. Emphasis on applications to educational settings. (Same as Psychology 230) **Prerequisite: Admission to Teacher Education.**

EDUCATION 311 Junior Practicum in Elementary Education **One credit hour**
The Practicum will provide junior year students in elementary education with an opportunity to strenghten their understanding of elementary school programs and to acquire skills and experiences by working directly with children in a classroom setting. This course is taught concurrently with the Education 394. **Prerequisite: Admission to Teacher Education.**

EDUCATION 312 Junior Practicum in Secondary Education **One credit hour**
The Practicum will provide junior year students in secondary education with an opportunity to strenghten their understanding of the secondary school programs and to acquire skills and experiences by working directly with children in a classroom setting. This course is taught concurrently with Education 395. **Prerequisite: Admission to Teacher Education.**

EDUCATION 330 Foundations of Education **Three credit hours**
An examination of the role of the school in society and societal forces that influence education. Includes the historical, sociological and philosophical foundations of education. **Prerequisite: Admission to Teacher Education.**

EDUCATION 331 Issues and Trends in Education **Three credit hours**
An examination of historical and current issues and trends in education. Issues and trends in education will be explored from a global perspective. Work in the course will be reading, writing, speaking, and thinking intensive. This is an elective course open to all sophomores, juniors, and seniors.

EDUCATION 332 Children's Literature **Three credit hours**
This course provides an overview of the range of books for children, genres of children's literature, and a study of the criteria used to evaluate and choose children's books. It also includes history and trends of children's literature. Strategies for sharing books with children and integrating literature throughout the curriculum are included. **Prerequisite: Consent of Education Department.**

EDUCATION 333 Teaching Science in the Elementary School **Three credit hours**
Emphasis on the principles, practices, and procedures of the teaching of science in the elementary school. **Prerequisite: Admission to Teacher Education.**

EDUCATION 334 Teaching Elementary Social Studies **Three credit hours**

This course is designed to prepare elementary teachers to teach social studies in the elementary school. The course will focus on social studies content, pedagogy, technology, diversity issues, standards based education, and field experiences. **Prerequisite: Admission to Teacher Education.**

EDUCATION 337 Teaching Communication in the Elementary School I
Three credit hours

The first of two courses designed to teach language/literacy in the elementary school. Focus is on the reading process and effective use of methods, techniques and materials in reading instruction. Emphasis is on the integration of the language arts. **Prerequisite: Admission to Teacher Education.**

EDUCATION 338 Teaching Communication in the Elementary School II
Three credit hours

The second of two courses designed to teach language/literacy in the elementary school. Emphasis is on the integration of reading, writing, listening, speaking, and viewing skills in the elementary language/literacy program. Students are required to work directly with children in a classroom setting. **Prerequisite: Admission to Teacher Education, Education 337.**

EDUCATION 394 The Elementary School Curriculum **Three credit hours**

A study of curriculum, instruction and evaluation in elementary schools. The course will examine philosophies, theories, aims, goals, principles and practices. The course will also include classroom and behavior management. This course is taught concurrently with Education 311. **Prerequisite: Admission to Teacher Education.**

EDUCATION 395 The Secondary School Curriculum **Three credit hours**

A study of curriculum, instruction and evaluation in secondary schools. The course will examine philosophies, theories, aims, goals, principles and practices. The course will also include classroom and behavior management. This course is taught concurrently with Education 312. **Prerequisite: Admission to Teacher Education.**

EDUCATION 410, 420 Independent Study **One to two credit hours**

A planned and structured research project jointly defined by student and faculty. Number of credit hours contingent upon scope of work to be completed. May be taken for credit in early childhood, elementary, or secondary education. **Prerequisite: Consent of Education Department.**

EDUCATION 421 Research in Elementary Education **Two credit hours**

A study of introductory research methods in the area of elementary education or child development. The student must select a topic for investigation. The student must conduct the research and write the senior paper under the supervision of an advisor and one other faculty member. The investigative paper is a requirement for graduation and it must be completed before admission to student teaching. **Prerequisite: Consent of Education Department.**

EDUCATION 491 Student Teaching in Elementary Education **Twelve credit hours**

Students are placed in cooperating schools in elementary classrooms for one semester. Activities include directed observation, guided participation, and fulltime classroom teaching. A required two to three hour weekly seminar provides support for the student teaching experience. **Prerequisite: Completion of ALL other degree requirements.**

EDUCATION 492 Student Teaching in Secondary Education **Twelve credit hours**

Students are placed in cooperating schools in secondary classrooms for one semester. Activities include directed observation, guided participation, and fulltime classroom

teaching. A required two to three hour weekly seminar provides support for the student teaching experience. **Prerequisite: Completion of ALL other degree requirements.**

PROFESSIONAL LABORATORY EXPERIENCES

Professional laboratory experiences constitute an essential part of the preparation of teachers. These experiences include all of student's direct school and community relationships which are designed to contribute to the understandings and competencies needed to perform and function as a classroom teacher. These experiences include a planned program of observation with varying degrees of participation as early as possible in the program. Examples of essential participatory activities are observed, school service assistant, instructional assistant, tutor, monitor, and suitable roles in state and community service agencies.

Professional laboratory experiences prior to student teaching are categorized as pre-student teaching experiences. Students in Elementary Education are required to complete 100-130 non credit clock hours in pre-student teaching experiences. Eighty-105 non credit clock hours are required of Secondary Education Majors.

STUDENT TEACHING

All Teacher Education Majors are required to satisfactorily complete one full semester of student teaching. The student teaching semester occurs in the senior year and is devoted entirely to student teaching. No student accepted for enrollment in student teaching is permitted to register for any other courses.

Students who wish to do student teaching during the senior year must file an application for student teaching with the Department of Education at the beginning of the semester prior to the one in which student teaching is to begin. Application must be filed by January 20 for the FALL SEMESTER and by September 20 for the SPRING SEMESTER.

ADMISSION TO STUDENT TEACHING

The following requirements must be met prior to student teaching:

1. A cumulative grade point average of 2.50 or better
2. A grade of "C" or better in required courses in education, psychology, and those courses offered in fulfillment of the student's major
3. A grade of "C" or better in each course offered in fulfillment of Liberal Studies
4. Demonstrated proficiency in oral and written communication
5. Completion of all other course (education, Liberal Studies, major and senior paper) requirements for graduation.
6. Approval of the Teacher Education Committee, the Education Department and the department of the student's major

7. Official admittance into the Teacher Education Program at least one full semester prior to the semester in which student teaching is to occur and must maintain continuous membership in the program
8. Possession of a health certificate indicating good mental and physical health.
9. Completion, at the satisfactory level, of the pre-student teaching required hours of professional laboratory experiences
10. Earned the state cut off score on the Praxis tests: PPST Reading, PPST Writing and PPST Mathematics.

Students will be notified by mail of the action taken on their application and of the semester in which they will do student teaching. It is expected that students will devote full time to student teaching.

TEACHER LICENSURE

The University will recommend for initial licensure only those students who have successfully completed the requirements of any of the teacher education programs offered by Johnson C. Smith University and who have met the minimum score requirements on the Praxis II Subject Assessments. Those students who have completed all degree requirements in the Teacher Education Program but have not received licensure will be recommended for licensure only after deficiencies (e.g. successful scores on the Praxis Subject Assessments) have been removed. This requirement must be met within 5 years after graduation. An exception can be made when the applicant has worked at least three of the five years under the supervision of a licensed teacher (e.g. as a teacher's assistant) and has participated in ongoing staff development for 3 consecutive years during this time. This will ensure up-to-date knowledge. Those students seeking renewal of their teaching license are required by the North Carolina Department of Public Instruction to present renewal credits within five years of the receipt of their last license. For students who have been out of the University for more than five years, an individual plan for renewal will be developed.

The requirements for teacher licensure may be summarized as:

1. Completion of requirements for a degree
2. Completion of an approved teacher education program
3. Credit for successful student teaching in the area of specialization
4. Recommendation of the Department of Education, the Teacher Education Committee and a department of the major.
5. Satisfactory scores on the Praxis II Subject Assessments

Students interested in obtaining teacher licensure in states other than North Carolina will need to plan their program to meet the specific requirements of the given state.

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION

The Health and Physical Education Department is located in the Jack S. Brayboy Gymnasium. The Department belongs to the College of Professional Studies.

DEPARTMENT OBJECTIVES

1. To prepare students for careers in school health education, health promotion, community health and related areas.
2. To prepare students for careers in teacher education - physical education, sports management and related areas.
3. To give students the opportunity to apply, analyze, synthesize and communicate knowledge, skills and experiences in writing the Senior Paper and in preparing for the Senior Exit Examination.
4. To prepare students for further study in fields of health education and/or physical education.
5. To provide wholesome recreational activities and programs to students, faculty and staff.
6. To provide courses in the Division of Lifelong Learning Program.
7. To provide services to the University and community by offering clinics, seminars, workshops, fairs and facilty rentals.

A student majoring in the Health and Physical Education department can choose from one of the options below.

Health Education:

1. Emphasis in School Health
2. Emphasis in Community Health

Physical Education:

1. Emphasis in Teacher Education
2. Emphasis in Sports Management

Consult the listings on the following pages for required courses and credit hours for each of the major options.

The goals for the major in physical education with emphasis in teacher education are:

1. To provide instruction that will prepare potential teachers to become professional decision makers in our ever changing society and provide them with the necessary tools needed to work with and compete in multifaceted roles.
2. To provide a progressive sequence of experiences and courses based on a sound knowledge base that will produce competent teachers.

3. To create a learning environment that will encourage students to develop positive attitudes, values and personal qualities that will reflect professionalism.
4. To provide a physical environment that reflects pride and facilitates optimum learning.
5. To provide instruction that will promote growth and development in the physical, social, mental, and emotional domains.
6. To provide courses of study that will adequately prepare students to pursue graduate studies.
7. To demonstrate competencies required by the state and national accreditation agencies.
8. To give students the opportunity to apply, analyze, synthesize and communicate knowledge, skills and experiences.
9. To enable students to think (rational thinking, analytical reading), quantitative reasoning and communicate (writing, oral speaking, quantitative reasoning) effectively.
10. To develop knowledge and skills to select, evaluate and use technology to enhance learning and teaching in the school.
11. To develop knowledge and skills to work with students from diverse populations.

The aim of the school health education curriculum is to establish a comprehensive program which will contribute to the understanding of the health of students in the public schools. This aim will be accomplished primarily by supporting the areas of service, environment and instruction through the following goals:

1. To provide instruction that will prepare potential teachers to become professional decision makers in our over changing society and provide them with the necessary tools needed to work with and compete in multifaceted roles.
2. To create progressive sequences of experiences that will produce competent teachers who will demonstrate the competencies required by the state and national accreditation agencies.
3. To model a learning environment that will encourage students to develop positive health attitudes and behaviors.
4. To promote the development of sound health knowledge, practices and attitudes.
5. To provide well-planned instructions that meets the growth, developmental needs and interests of students.
6. To use technology of computers to improve assessment and instruction.
7. To demonstrate the ability to work with people of diverse cultural, ethnic, social, and economic backgrounds.

All health education and physical education majors must take and complete the required personal health and physical education activity courses to satisfy general education requirements. In addition, all majors must earn a minimum grade of "C" in any course that counts toward the major.

Any major or non-major student will have an opportunity to earn certificates by completing one or more courses offered by the department. Currently, American Red Cross certifications are available in aquatics, first aid and CPR. Also, a student may receive certifications in one of the sport officiating areas.

For a minor concentration in the areas of Health and Physical Education, the student should contact the department for guidance.

The following are requirements for students majoring in Health and Physical Education:

1. Membership in the Health and Physical Education club.
2. Hold active membership in the North Carolina Alliance for Health, Physical Education, Recreation and Dance. Membership is recommended (optional) for the American Alliance for Health Physical Education, Recreation and Dance.

Students in other departments may satisfy health and activity Liberal Studies requirements by satisfactorily completing HED 121 and any two courses from PED 010 through PED 212, not including 119-I and II, or any one course from PED 122 - PED 127.

Physical Education 119-I & II are adaptive courses offered only to students with temporary or permanent handicapping conditions. Enrollment in the course is contingent upon permission from a physician, and/or the inability of the student to participate in the regular activity courses.

HEALTH EDUCATION CURRICULA OPTIONS

CORE CURRICULUM			CREDIT HOURS
HED	221	Introduction to Health Education	2
HED	223	Community Health	2
HED	225	Drugs	2
HED	231	Health and Nutrition	3
HED	327	Safety and Emergency Care	2
HED	328	Junior Seminar	2
HED	420	Senior Seminar	2
BIO	142	Modern Concepts in Biology	4
BIO	240	Anatomy and Physiology	4
TOTAL CORE CURRICULUM HOURS			23

OPTION 1
HEALTH EDUCATION: School Health (Teacher Education)

HED	224	Healthful Living	2
HED	232	Human Sexuality and Family Living	3
HED	323	Health Education in the Elementary School	2
HED	333	School Health Problems	3
HED	434	Methods and Materials in Teaching Health Education	3
TOTAL			13

PROFESSIONAL EDUCATION

ED	220	Early Experiences in Teacher Education	2
PSY	235	Psychology of Childhood	
		-OR-	
PSY	237	Psychology of Adolescence	3
PSY	239	Educational Psychology	3
ED	296	Psychology of the Exceptional	3
ED	330	Foundations of Education	3
ED	394	The Elementary School Curriculum	
		-OR-	
ED	395	The Secondary School Curriculum	3
ED	311	Junior Practicum In Elementary Education	
		-OR-	
ED	312	Junior Practicum In Secondary Education	1
ED	491	Student Teaching in the Elementary School	
		-OR-	
ED	492	Student Teaching in the Secondary School	12

TOTAL PROFESSIONAL EDUCATION	30
TOTAL SCHOOL HEALTH	13
CORE CURRICULUM	23
TOTAL HOURS FOR OPTION 1	66

OPTION 2
HEALTH EDUCATION: COMMUNITY HEALTH

CURRICULUM			CREDIT HOURS
HED	224	Healthful Living	2
HED	232	Human Sexuality and Family Living	3
HED	322	Minority Health Problems/Issues	2
HED	326	Death and Dying	2
HED	334	Program Planning and Evaluation	3
HED	434	Methods and Materials in Teaching Health Education	3
HED	463	Internship	6
HED	435	Epidemiology	3
HED	436	Health Administration	3

TOTAL COMMUNITY HEALTH	27
CORE CURRICULUM	23
TOTAL HOURS FOR OPTION 2	50

PHYSICAL EDUCATION CURRICULA OPTIONS

CORE CURRICULUM

			CREDIT HOURS
HED	327	Safety and Emergency Care	2
PED	332	Kinesiology	3
PED	328	Junior Seminar	2
PED	420	Senior Seminar	2
PED	432	Exercise Physiology	3
BIO	142	Modern Concepts in Biology	4
BIO	240	Anatomy and Physiology	4
TOTAL CORE CURRICULUM HOURS			20

OPTION 1:
PHYSICAL EDUCATION: TEACHER EDUCATION

Lifetime Sports: 2

Select two one credit courses or one two credit course

PED	010	Beginner Tennis
PED	011	Beginner Golf
PED	110	Basic Swimming
PED	111	Advanced Beginner Swimming
PED	112	Intermediate Swimming
PED	113	Intermediate Tennis
PED	126	Physical Fitness
PED	127	Recreational Games
PED	210	Weight Training
PED	212	Outdoor Pursuits

Team Sports: 2

Select one two credit course

PED	122	Volleyball
PED	123	Basketball and Soccer
PED	124	Team Sports

PED	230	Foundations of Physical Education & Sport (Formerly PED 221 Introduction to Physical Education and PED 331 Principles of Physical Education)	3
PED	231	Rhythm, Dance & Gymnastics	3
PED	321	Methods and Materials of Teaching Pre-School through 6th Grade Physical Education	2
PED	323	Adapted Physical Education	2
PED	325	Management of Physical Education & Sport	2
PED	431	Methods and Materials of Teaching 7th Grade through 12th Grade Physical Education	3
PED	434	Methods and Materials in Teaching Health Education	3
TOTAL			22

PROFESSIONAL EDUCATION

ED	220	Early Field Experiences in Teacher Education	2
PSY	235	Psychology of Childhood	
		OR	
PSY	237	Psychology of Adolescence	3
PSY	239	Educational Psychology	3
ED	296	Psychology of the Exceptional	3

ED	330	Foundations of Education	3
ED	394	The Elementary School Curriculum	
		OR	
ED	395	The Secondary School Curriculum	
ED	311	Junior Practicum in Elementary Education	3
		OR	
ED	312	Junior Practicum in Secondary Education	1
ED	491	Student Teaching in Elementary School	
		OR	
ED	492	Student Teaching in Secondary School	12
TOTAL PROFESSIONAL EDUCATION			30
TOTAL PHYSICAL EDUCATION: TEACHER EDUCATION			22
CORE CURRICULUM			20
TOTAL HOURS FOR OPTION 1			72

OPTION 2: PHYSICAL EDUCATION: SPORTS MANAGEMENT

CORE CURRICULUM			CREDIT HOUR
MTH	137	Precalculus	3
PED	229	Introduction to Sport Management	2
PED	230	Foundations of Physical Education & Sport	3
PED	321	Methods & Materials of Teaching Pre-School through 6th Grade Physical Education	2
PED	326	Sports Information	2
PED	328	Junior Seminar	2
PED	420	Senior Seminar	2
PED	431	Methods & Materials of Teaching 7th Grade through 12th Grade Physical Education	3
PED	433	Internship	3
PED	435	Management of Physical Education & Sport	3
MAR	331	Principles of Marketing	3
MGT	333	Principles of Management	3
MAR	334	Principles of Retailing	3
TOTAL HOURS			34

CONCENTRATION: PROFESSIONAL SPORT MANAGEMENT (Select 18 hours)

ACC	235	Principles of Accounting	3
PED	225	Sports Officiating	2
PED	226	Theory and Practice of Coaching	2
PED	331	Sports Marketing	3
PED	333	Sports Facilities Management	3
PED	334	Sports Finance	3
MGT	334	Personnel Management	3
PED	434	Sport and the Law	3

HEALTH EDUCATION

HEALTH EDUCATION 121 Personal Health* **Two credit hours**

A lecture course discussing topics such as preventive health care, nutrition, coping in today's society, decision making, diseases, drugs, love and the human life cycle, etc. This course satisfies the general education requirement for majors and non-majors.
*Satisfies Liberal Studies Requirement

HEALTH EDUCATION 221 Introduction to Health Education **Two credit hours**

This is the first course for students majoring in Health Education. It is designed to provide: an overview of the field, information concerning career opportunities and professional growth, and practical experience in an area of interest with a minimum of ten (10) clock hours of observation at an outside agency or organization.

HEALTH EDUCATION 223 Community Health **Two credit hours**

A study of the health aspects of the community such as sanitation, pollution, disease, etc. and their implications for society.

HEALTH EDUCATION 224 Healthful Living **Two credit hours**

This course provides the student knowledge and techniques of health as it affects personal, professional, and family living. Health careers are also an aspect of this course. Satisfies the general education requirement in health for Health Education majors only.

HEALTH EDUCATION 225 Drugs **Two credit hours**

This course is concerned with the effects of the use and the abuse of drugs, alcohol and tobacco on the individual and society.

HEALTH EDUCATION 231 Health and Nutrition **Three credit hours**

This course deals with nutritional needs of the human body and the implications for healthful living.

HEALTH EDUCATION 232 Human Sexuality and Family Living
Three credit hours

This course deals with concepts concerning sexuality and implications for self, school and society.

HEALTH EDUCATION 310, 320, & 330 Independent Study
One - Three credit hours

A course designed to provide intensive work in an area of special interest or a required topic in health education. This course is available to qualified students upon recommendations from the academic advisor and the instructor related to the topic.

HEALTH EDUCATION 322 Minority Health Problems and Issues **Two credit hours**

This course is designed to discuss the social characteristics of minority populations, mortality and morbidity indicators, prevention strategies, and the recommendations by the Department of Health and Human Services.

HEALTH EDUCATION 323 Health Education in the Elementary Schools
Two credit hours

This course is designed to assist the students in developing knowledge and skills in planning curricula, defining instructional objectives, and writing lesson plans to enhance their effectiveness in teaching health education content at the elementary school level.

HEALTH EDUCATION 326 Death and Dying **Two credit hours**

This course will examine the cultural perception, trends, economic and emotional factors associated with death and dying.

HEALTH EDUCATION 327 Safety and Emergency Care **Two credit hours**

This course is designed to aid the student in developing the knowledge and skills essential for safety measures and emergency care procedures. Successful completion of this course carries American Red Cross certifications in first aid, cardiopulmonary resuscitation and possibly a certification as an instructor.

HEALTH EDUCATION 328 **Junior Seminar** **Two credit hours**

The first of two formal courses that facilitates the writing of the senior investigative paper. The student will complete a proposal for their senior paper as an outcome of this course. To accomplish this outcome, students will learn research methods and strategies necessary to complete an acceptable proposal for their senior investigative paper.

HEALTH EDUCATION 333 **School Health Problems** **Three credit hours**

A study of the school health program, its values, and its problems in developing health education in the secondary school (Formerly Health Education 335).

HEALTH EDUCATION 334 **Program Planning and Evaluation** **Three credit hours**

The process of planning, implementing, and evaluating health programs in the community. Total program development will be emphasized with attention given to designing community health programs, overcoming community resistance, selecting appropriate educational methods and conducting evaluation activities.

HEALTH EDUCATION 420 **Senior Seminar** **Two credit hours**

This is the second of two formal courses that facilitates the writing of the senior investigative paper. The purpose of this course is to expose students to significant issues, methodology, and research in the field of health education, and to investigate an area of major interest for the senior paper. The students will complete their senior investigative paper as an outcome of this course. (Formerly PED 430)

HEALTH EDUCATION 433 **Internship** **Three credit hours**

A supervised internship in a professional work environment which will provide the student with exposure to the job market in sport-related businesses and public health agencies. Each student will be responsible for 120 hours of work and be required to present detailed descriptions of work activities and experience.

HEALTH EDUCATION 434 **Methods and Materials in Teaching Health Education** **Three credit hours**

A course designed to provide the student with the opportunity to develop knowledge and competencies in the use of effective methods of teaching health education and the effective use of resources. This course includes an observation period, the use of A-V material and equipment, and exposure to the computer. Prerequisite: Health Education 333.

HEALTH EDUCATION 435 **Epidemiology** **Three credit hours**

This course introduces students to principles and concepts in epidemiology through lectures, discussion groups, assigned readings and exercises. Students are given the opportunity to acquire an understanding of principles and concepts, the vocabulary of epidemiology, methods of epidemiological investigation, and the interpretation and evaluation of reports of epidemiological research.

HEALTH EDUCATION 436 **Health Administration** **Three credit hours**

To develop knowledge and skills to administer public health agencies. Emphasis will be placed on managing public health programs at the local and state levels, emphasis will be placed on analyzing public health programs, and emphasis will also be placed on evaluating the role of public health in health care services.

PHYSICAL EDUCATION

PHYSICAL EDUCATION 010 **Beginner Tennis*** **One credit hour**

This is an activity course designed to teach basic tennis knowledge and skills including: forehand, backhand, serve, singles and doubles play.

PHYSICAL EDUCATION 011 Beginner Golf* **One credit hour**

This is an activity designed to teach basic golf knowledge and skills preliminary to course play.

PHYSICAL EDUCATION 110 Basic Swimming* **One credit hour**

This is a swimming course structured to train students up to advanced beginner level.

PHYSICAL EDUCATION 111 Advanced Beginner Swimming* **One credit hour**

A swimming course designed to train students with basic swimming skills. Prerequisite: Physical Education 110 or obtain permission from the instructor.

PHYSICAL EDUCATION 112 Intermediate Swimming* **One credit hour**

This course provides the student with the opportunity to develop a high level of proficiency in the American crawl, back crawl, elementary backstroke, etc. Prerequisite: Physical Education 111 or obtain permission from the instructor.

PHYSICAL EDUCATION 113 Intermediate Tennis* **One credit hour**

This course affords the student the opportunity to develop more advanced strokes such as the volley, the overhead shot, the drop shot, and the lob. This course also allows the student to be in actual dual match competition in a smaller class setting. Prerequisite: Physical Education 010 or obtain permission from the instructor.

PHYSICAL EDUCATION 119 - I & II Adapted Physical Education* **One credit hour**

A course in conditioning and sport activities designed for those with temporary or permanent physical disabilities which prevent participation in regular activity classes. A student must have permission from a physician before participating in this course.

PHYSICAL EDUCATION 210 Weight Training* **One credit hour**

This course is designed to introduce the student to one or more of the following types of weight training programs: muscular strength/power, muscular endurance, muscular and cardiovascular endurance.

PHYSICAL EDUCATION 212 Outdoor Pursuits* **One credit hour**

The purpose of this course is to enhance students knowledge of several outdoor, recreational, physical activities such as hiking, canoeing, cycling, Nordic skiing, alpine skiing, and skin diving.

Combined Courses: 2 Credit Hours

PHYSICAL EDUCATION 122 Volleyball and Softball* **Two credit hours**

This is an activity course designed to teach fundamental terms, rules, skills and strategies of volleyball and softball. (Combined PED 012 & PED 015)

PHYSICAL EDUCATION 123 Basketball and Soccer* **Two credit hours**

This course is designed to introduce the student to the basic skills, strategies, and rules of the two team sports which include basketball and soccer. (Combining PED 013 & PED 014)

PHYSICAL EDUCATION 124 Team Sports* **Two credit hours**

This course is designed to introduce the student to skills, strategies, and rules of a variety of team sports such as field and floor hockey, and flag football. (Combining PED 116 & PED 016)

PHYSICAL EDUCATION 125 Rhythm and Dance* **Two credit hours**

This course provides instruction and participation in various dances such as ballroom, folk, square, line, African, modern, etc. (Satisfies elective requirement for Elementary Education majors). (Combining PED 115 & PED 118)

PHYSICAL EDUCATION 126 Physical Fitness* **Two credit hours**

This course focuses on instruction and participation in aerobic dance and conditioning exercises that emphasize cardiovascular endurance, muscular endurance, muscular strength, body composition, and flexibility. (Combining PED 019 & PED 117)

PHYSICAL EDUCATION 127 Recreational Games* **Two credit hours**

This course is designed to introduce the student to skills, strategies, and rules of a variety of lifetime sports such as bowling, shuffleboard, handball, badminton, track and field, and archery. The activities offered are determined by the semester the course is placed on the schedule. (Combining PED 114, PED 017, and PED 018)

**Satisfies Liberal Studies Requirement*
**Students can take either one two hour course or two one hour courses to meet the liberal studies requirement in physical education.*

PHYSICAL EDUCATION 225 Sports Officiating **Two credit hours**

This course will provide students with the basic philosophical and psychological concepts of sports and sports officiating, officiating techniques, games preparedness and management, the roles of the official and the legal issues related to sports officiating.

PHYSICAL EDUCATION 226 Theory and Practice of Coaching **Two credit hours**

Theory and Practice of Coaching provides for a beginning study of research-based principles and methods used to coach individual, dual and team sports, for application to coaching and sport programs.

PHYSICAL EDUCATION 229 Introduction to Sports Management **Two credit hours**

This course is designed to introduce the student to career options and entry requirements in sports management, including options in professional sports, athletic administration, proprietary sport pedagogy, sport-specialty retailing, and sport-related travel.

PHYSICAL EDUCATION 230 Foundations of Physical Education and Sport **Three credit hours**

This is the first course for students majoring in physical education and sports management. It is designed to provide the historical, philosophical, sociological, and other foundations areas of physical education and sport. In addition, information concerning career opportunities and professional growth will be presented. Also, a practical experience in an area of interest with a minimum of ten clock hours of observation at an outside agency and/or public school will be required. (Formerly PED 221, PED 229, & PED 331)

PHYSICAL EDUCATION 231 Rhythm, Dance and Gymnastics **Three credit hours**

The techniques of teaching and learning the fundamentals of gymnastics are emphasized, as well as the methods and techniques of teaching rhythm and dance. (Formerly PED 223 & PED 224)

PHYSICAL EDUCATION 310, 320 & 330 Independent Study **One - three credit hours**

A course designed to provide intensive work in an area of special interest or a required topic in physical education. This course is available to qualified students upon recommendation from the academic advisor and the instructor related to the topic.

PHYSICAL EDUCATION 321 Methods and Materials of Teaching Pre-School Through 6th Grade Physical Education **Two credit hours**

A course designed to provide students with knowledge and practical experience that will enhance their effectiveness in teaching physical education in pre-school through sixth grade students. A laboratory experience is required. (Formerly PED 321 Physical Education in the Elementary School)

PHYSICAL EDUCATION 323 Adapted Physical Education **Two credit hours**

This course is designed to provide the students with the philosophy, knowledge, and methods of teaching physical education to the exceptional or handicapped individual. A practical experience (required lab) is included to implement classroom instruction.

PHYSICAL EDUCATION 326 Sports Information **Two credit hours**

This course is designed to provide students with skills and competencies in sports information, including sports statistics, press releases, public relations, sport promotion, etc. In amateur and professional sports.

PHYSICAL EDUCATION 328 Junior Seminar **Two credit hours**

The first of two formal courses that facilitates the writing of the senior investigative paper. The student will complete a proposal for their senior paper as an outcome of this course. To accomplish this outcome, students will learn research methods and strategies necessary to complete an acceptable proposal for their senior investigative paper.

PHYSICAL EDUCATION 331 Sports Marketing **Three credit hours**

This course will provide students with basic and fundamental principles, practices and procedures used in the comprehension, analysis, synthesis, and evaluation of sports marketing theory and techniques as they apply to the specific needs of the sports industry.

PHYSICAL EDUCATION 332 Kinesiology **Three credit hours**

This course reinforces student knowledge of anatomy, and it provides the student with the opportunity to develop competencies essential to analyzing physical activity performance. A laboratory experience is included. Prerequisite: Biology 240.

PHYSICAL EDUCATION 333 Sport Facility Management **Three credit hours**

Functions of management viewed in terms of types of facilities and the kinds of sports staged. Included are coliseums, municipal and college stadiums, country clubs and resorts, YMCAs, and athletic clubs. Detailed, practical background on the principals and practices of public assembly facility management and event promotion.

PHYSICAL EDUCATION 334 Sports Finance **Three credit hours**

This course will provide students with the traditional and innovative revenue acquisition and generation methods and techniques available to the sports practitioner and sports organization. In addition to conventional income sources such as tax support, ticket sales, concessions, and fund raising, students will receive instruction in more recent innovations related to licensing sports products, media sales, and corporate sponsorships.

PHYSICAL EDUCATION 420 Senior Seminar **Two credit hours**

This is the second of two formal courses that facilitates the writing of the senior investigative paper. The purpose of this course is to expose students to significant issues, methodology, and research in the fields of physical education, and to investigate an area of major interest for the senior paper. The students will complete their senior investigative paper as an outcome of this course. (Formerly PED 430)

PHYSICAL EDUCATION 431 Methods and Materials of Teaching 7th Grade Through 12th Grade Physical Education Three credit hours

A study of and the effective use of methods and materials (media and the computer) for teaching physical education to seventh through twelfth grade students. A laboratory experience is required. Emphasis will be placed on test construction. (Formerly PED 431 Methods and Materials of Teaching Physical Education)

PHYSICAL EDUCATION 432 Exercise Physiology Three credit hours

This course presents fundamental concepts and materials pertinent to the various functions of the human body during physical activity. It provides the student with the knowledge of the physiological effects of exercise as well as an awareness of the values of physical activity to man's well-being. A laboratory experience is required. Prerequisite: Biology 240 and PED 332 (can be taken concurrently)

PHYSICAL EDUCATION 433 Internship Three credit hours

A supervised internship in a professional work environment which will provide the student with exposure to the job market in sport-related businesses and public health agencies. Each student will be responsible for 120 hours of work and be required to present detailed descriptions of work activities and experience.

PHYSICAL EDUCATION 434 Sport and the Law Three credit hours

Basic knowledge and understanding of the law as it applies to amateur and professional sports. Students identify, analyze, and understand legal issues, and discuss the ramifications of those issues. It is recommended that this course be taken in the senior year and that Business Law be completed.

PHYSICAL EDUCATION 435 Management of Physical Education and Sport Three credit hours

This course provides the student with competencies essential to managing and administering sports programs.

CURRICULUM FOR A HEALTH EDUCATION MAJOR: SCHOOL HEALTH

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131	3	MTH 132	3
ORT 110	1	PSY 131	3
ART 231 or MUS 131	3	SPE 130	3
HED 121	2	PED 010-127	1-2
PED 010-127	1-2		16-17
	16-17		

Sophomore Year

HED 221	2	HED 232	3
ENG 230	3	PSY 239	3
LS 235	3	EDU 296	3
PSY 237	3	HED 224	2
For. Lang.	3	For. Lang.	3
EDU 220	2	BIO 142	4
	16		18

Junior Year

EDU 311/312	1	HED 333	3
EDU 394/395	3	EDU 330	3
HED 223	2	Elective	3
HED 225	2	HED 328	2
LS 237	3	HED 323	2
BIO 240	4		13
HED 231	3		
	18		

Senior Year

HED 327	2	EDU 491/492	12
Electives	6		12
HED 420	2		
HED 434	3		
	13		

Total Hrs. 122

CURRICULUM FOR A HEALTH EDUCATION MAJOR: COMMUNITY HEALTH

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131	3	MTH 132	3
ORT 110	1	PED 010-127	1-2
Art 231 or Mus 131	3	SPE 130	3
HED 121	2		13-14
	15		

Sophomore Year

PED 010-127	1-2	HED 232	3
HED 221	2	Electives	2
LS 235	3	For. Lang.	3
HED 223	2	BIO 142	4
Elective	3	HED 322	2
For. Lang.	3		14
ENG 230	3		
	17-18		

Junior Year

HED 224	2	Electives	5
BIO 240	4	HED 326	2
HED 334	3	HED 327	2
HED 225	2	HED 328	2
HED 231	3	Elective	6
LS 237	3		17
	17		

Senior Year

HED 434	3	HED 436	3
HED 420	2	Electives	6
HED 435	3	HED 433	3
Electives	9	Electives	3
	17		15

Total Hrs. 125

CURRICULUM FOR PROFESSIONAL SPORTS MANAGEMENT

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	RHC 192	3
RHC 191	3	MTH 132	3
MTH 131	3	ORT 110	1
Art 231 or MUS 131	3	SPE 130	3
HED 121	2	PED 010-127	1-2
	14	CSC 131	3
			14-15

Sophomore Year

ENG 230	3	For. Lang.	3
LS 135	3	LS 235	3
For. Lang.	3	PED 326	3
PED 229	2	MAR 331	3
PED 225	2	PED 226	2
ACC 335	3	PED 230	3
	16		17

Junior Year

MGT 333	3	MGT 334	3
PED 333	3	PED 328	2
PED 331	3	MAR 334	3
LS 237	3	PED 334	3
Electives	3	PED 321	2
	15	Electives	3
			16

Senior Year

PED 420	2	PED 434	3
PED 435	3	PED 433	3
PED 431	3	Electives	9
Electives	8		15
	16		

Total Hours 123-124

CURRICULUM FOR A PHYSICAL EDUCATION MAJOR: TEACHER EDUCATION

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
LS 130	3	CSC 131	3
RHC 191	3	RHC 192	3
MTH 131	3	MTH 132	3
ORT 110	1	PSY 131	3
Art 231 or Mus 131	3	For. Lang.	3
For. Lang.	3	HED 121	2
PED 010-127	1-2		17
	17-18		

Sophomore Year

PSY 237	3	ENG 230	3
EDU 220	2	PSY 239	3
LS 235	3	BIO 142	4
Elective	3	SPE 130	3
PED 230	3		13
PED 010-127	1-2		
	15-16		

Junior Year

EDU 394/395	3	EDU 296	3
PED 122-124	2	EDU 330	3
LS 237	3	Elective	4
PED 231	3	PED 321	2
BIO 240	4	PED 328	2
EDU 311/312	1	PED 332	3
	16		17

Senior Year

PED 431	3	EDU 491/492	12
HED 434	3		12
PED 325	2		
PED 323	2		
PED 420	2		
PED 432	3		
	15		

Total Hours 122-124

DEPARTMENT OF SOCIAL WORK

The Social Work Program provides a generalist foundation through courses designed to prepare students for entry level social work practice. Any student electing to major in social work must enroll in Social Work 239, during the sophomore year.

A major in social work consists of 55 credit hours. Required are Social Work 239, 330, 332, 334, 335, 433, 434, 435, 436, 437, 438, 490, Mathematics 136 (or Psychology 233), Sociology 432 and Biology 240. Additionally, the completion of entry level courses in economics, political

science, psychology, and sociology will be recommended to students, as the faculty judge these courses to be essential to the major.

At the junior level, a minimum of "C" must be earned in all required social work courses before permission is granted to enroll in senior level courses. Therefore, it may be necessary for some students to consider plans for enrollment over a period of 5 years.

Upon the completion of all social work, and university requirements, the student receives the Bachelor of Social Work (BSW) degree.

REQUIREMENTS FOR ADMISSION TO THE PROGRAM

All potential social work majors must:

1. successfully complete Social Work 239, with a "C" or better, as this course is required for entry to the major;
2. if possible, by the end of the sophomore year, earn a "C" or better in Mathematics 136 or Psychology 233 (Statistics) and Biology 240 (Human Anatomy and Physiology);
3. have completed 45 credit hours or more with a GPA of 2.00 or better;
4. submit a completed, formal application, provided by the department, following the completion of Social Work 239 or one month prior to completion (if the course is taken during the second semester of the sophomore year);
5. submit two recommendations from faculty or staff persons and one from a mentor or volunteer supervisor or employer, on a form provided by the department; and,
6. complete a scheduled interview with the Social Work faculty (Admission Committee).

Note:

1. Transfer students, with junior status, who are interested in Social Work as a major, must provide course syllabi, college catalogs, and transcripts to the Department Head.
2. Personal work experiences will not be accepted as waivers for any courses.

CONDITIONS FOR DENIAL OF ADMISSION OR DISMISSAL

The Admission Committee (made up of the Social Work faculty) strives to fairly assess each applicant who applies for enrollment in the Social Work Program. The Committee also commits to making every effort to retain each student who has been successfully admitted.

When repetitive, irreconcilable situations arise which indicate that a student is ill-suited for the profession of social work, before or after admission, action is taken to provide advisement and counseling refer-

rals. However, if the problems persist, denial of admission or dismissal shall be the outcome. The Committee's assessments will be based on observable and documented situations listed below.

The student:

1. displays instrusive, abusive outbursts in normal class discussions, e.g., excessively argumentative, offensively negates the ideas and opinions of others;
2. expresses disrespectful, unreasonable, personal criticisms of peers, as well as others from different populations;
3. has difficulty resolving personal conflict(s); and,
4. evidences a lack of attention in seeking treatment for his or her need for drug or alcohol addiction.

MISSION OF THE PROGRAM

The mission of the Social Work Program is to provide an outstanding liberal arts and social work education for a diverse group of talented students from various backgrounds. Its curriculum is designed to produce generalist practitioners for professional careers and advanced study. To progress successfully, the program assumes responsibility for guiding and nurturing the academic potential of each student. The program promotes a realistic and compelling sense of social and civic responsibilities mirrored in social work values, for leadership and service in a multicultural society. The dynamics of change within the social context of practice serve as the catalysts for student learning, professional service and community empowerment.

GOALS OF THE PROGRAM

The goals of the Program are to:

1. prepare students for lifelong learning through the incorporation of sound liberal arts foundation and social work education.
2. prepare students to integrate knowledge of social work standards, values and eithic, as valuable assets and guides in social work practice.
3. prepare students to understand and work with diverse, oppressed and at-risk populations.
4. prepare students for beginning generalist professional practice with individuals, families, small groups, organizations, and communities.
5. prepare students for social research with an understanding of its value to professional practice.
6. prepare students for graduate education.
7. provide content about the social contexts of social work practice, the changing nature of those contexts, the behavior of organizations, and the dynamics of change.

PROGRAM OBJECTIVES

The objectives of the Program are to:

1. apply critical thinking skills in Social Work Practice.
2. promote, uphold and practice within the principle values and ethics within the social work profession.
3. practice with an understanding of and respect for the positive value of diversity.
4. demonstrate professional use of self.
5. understand the system and mechanisms of discrimination and the means to advance social and economic justice.
6. demonstrate an understanding of social welfare history and the evolution of social work and its current structures and issues.
7. utilize knowledge and skills of generalist social work practice to affect planned change within systems of all sizes.
8. apply knowledge of biopsychosocial variables that affect individual development and behavior.
9. use theoretical frameworks to understand interactions among and between individuals and social systems.
10. analyze the impact of social policies on client systems, practitioners and resource providers.
11. evaluate research studies and their application to practice.
12. evaluate under supervision, their own practice interventions and those of other relevant systems.
13. demonstrate effective communication with a variety of client population, colleagues and members of the community.
14. use supervision appropriate to generalist practice.
15. function within the boundaries of organizational structures and seek opportunities for affecting needed change through supervision.

REQUIRED COURSES

SOCIAL WORK 239 **Introduction to Social Work** **Three credit hours**
A survey course which provides a general knowledge of social work as a profession and its many areas of professional practice. FALL AND SPRING SEMESTERS

SOCIAL WORK 330 **Institution of Social Welfare** **Three credit hours**
A study of the philosophy, development, trends, and dynamics of social welfare as a cognate institution in the social system. Prerequisite: Social Work 239. FALL SEMESTER

SOCIAL WORK 332 **Social Welfare Policy** **Three credit hours**
An assessment of history, current issues, programmatic changes and choices that effect social welfare services. Prerequisite: Social Work 239. SPRING SEMESTER

SOCIAL WORK 334 Human Behavior and the Social Environment I
Three credit hours

A course which examines human behavior from a normal perspective. Special emphasis on man's bio-psycho-social needs and behavioral consequences when these needs are not met. Prerequisite: Social Work 239. FALL SEMESTER

SOCIAL WORK 335 Human Behavior and the Social Environment II
Three credit hours

This course continues the study of human behavior in the life cycle at the point where the first component ended during the fall semester. It concludes with specific focus on the bio-psycho-social needs of aged members in our population. Prerequisite: Social Work 334. SPRING SEMESTER

SOCIAL WORK 433 Social Work Practice I **Three credit hours**

A planned-change approach to studying the processes in social work practice with individuals, families, and small groups, incorporating practice skills with knowledge of human behavior and the social environment. Prerequisites: Social Work 330, 334, 335, Sociology 432, Biology 240, Math 136 or Psychology 233. SOCIAL WORK SENIORS ONLY. FALL SEMESTER

SOCIAL WORK 434 Social Work Practice II **Three credit hours**

This course emphasizes the development of social work skills for working with communities, large organizations and in areas of social administration, utilizing the planned-change approach. The application of these skills is interwoven with knowledge of human behavior and the social environment, social policy, and the applicability of research. Prerequisites: Social Work 330, 334, 335, Sociology 432, Biology 240, Mathematics 136 or Psychology 233. SOCIAL WORK SENIORS ONLY. FALL SEMESTER

SOCIAL WORK 435 Social Work Seminar **Three credit hours**

A course requiring students to analyze and interpret problems, data and assigned materials connected with field experiences, as a team, in light of established concepts and practice principles previously learned in social work courses. Prerequisite: Must be enrolled in Social Work 490.

SOCIAL WORK 436 Senior Investigative Paper I **Three credit hours**

A course designed for the preparation of the core of the senior investigative paper. Prerequisites: Mathematics 136 or Psychology 233, Sociology 432. SOCIAL WORK SENIORS ONLY.

SOCIAL WORK 437 Community Organization **Three credit hours**

A course designed to provide a macro perspective of the practice principles and processes essential in mobilizing social welfare needs and community resources. Prerequisites: Social work 239, 330.

SOCIAL WORK 438 Senior Investigative Paper II **Three credit hours**

This course provides second semester seniors with an environment for discussions, the exchange of ideas, the "fine tuning" of their senior investigative papers and preparation of orals. Prerequisite: Social Work 436.

SOCIAL WORK 490 Field Experience **Twelve credit hours**

A modified block placement course designed to assist student in acquiring first-hand knowledge of social work practices in community agencies through active, professional work experiences four days per week in pre-selected agency settings. Prerequisites: All required courses except Social Work 435 and 438 which are taken concurrently with Field Experience.

ELECTIVE COURSES

SOCIAL WORK 234 Introduction to Gerontology **Three credit hours**

This course offers a survey of biological, psychological and social perspectives and research relevant to the study of human aging. In addition, students are introduced to concepts and entry level skills that are applicable for human services to the elderly adults. (Co-listed as Sociology 234). Offered alternate semesters.

SOCIAL WORK 331 Child Welfare: Policies and Practices **Three credit hours**

A course designed to offer social work students current and comprehensive information which defines, describes, and analyzes the impact of policies on the welfare of children and families. (Offered alternate semesters).

SOCIAL WORK 333 Social Work Settings **Three credit hours**

A practical course designed to develop a focused awareness of various primary and secondary settings, the generalist's roles, and a broad knowledge of public and private services available to the public.

SOCIAL WORK 338 Special Topics **Three credit hours**

A course designed to expose students to issues and information that are pertinent to identifying, communicating and working effectively with special populations.

SOCIAL WORK 432 Social Work with Groups **Three credit hours**

The focus of this course is to help students learn the dynamics of group interactions and the processes and skills required to facilitate productive outcomes.

CURRICULUM FOR SOCIAL WORK MAJORS

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
RHC 191	3	RHC 192	3
LS 130	3	For. Lang.	3
For. Lang.	3	MTH 132	3
MTH 131	3	CSC 131	3
PED 010-119	1	PED 010-119	1
ORT 110	1	HED 121	2
SPE 130	3		15
	17		

Sophomore Year

SWK 239 or Elective	3	ENG 230	3
LS 235	3	PSY 131	3
MTH 136 or PSY 233 (Statistics)	3	SOC 131	3
BIO 142	4	SWK 239 or Elective	3
Elective	3	BIO 240	4
	16		16

Junior Year

REL 131 or PHI 131	3	Elective	3
ECO 231	3	SWK 332	3
LS 237	3	SWK 335	3
SWK 330	3	SOC 432	3
SWK 334	3	Elective	3
Elective	3		15
	18		

Senior Year

SWK 433	3	SWK 435	3
SWK 434	3	SWK 438	3
SWK 436	3	SWK 490	12
SWK 437	3		18
Elective	3		
	15		

Total Hrs. 130

HONORS COLLEGE

The mission of the Honors College is to produce graduates who have the academic, social and service commitments to function as leaders and role models in their communities. The Honors College seeks to graduate persons who will aspire to obtain advanced degrees, excellence as teachers, and prominence in business, science, medicine, law and other professions. The Honors College recruits outstanding students into a comprehensive program which features traditional and non-traditional learning.

ADVANCED FRESHMAN STUDIES PROGRAM (AFS)

The Advanced Freshman Studies Program offers an enriched course of study for the best prepared and most qualified students entering the University as freshmen. Students receiving academic scholarships are expected to enroll in the Advanced Freshman Studies Program which is preparatory for admission into the Honors College during the sophomore year. Students who complete the Freshman Year of the Liberal Studies Program with honors may apply for admission into the Honors College in the sophomore year. Other students are invited to join the AFS program based on their grades, high school preparation, and SAT scores as well as on references from both University and high school instructors.

Course of Study

HON 111 Honors Orientation I — **One credit hour**

An enriched course designed to introduce students in the AFS Program to the practices of successful study and living in the university community. Students participate in a small supportive learning group, under the leadership of a faculty mentor, to design the direction of their living/learning practices. In addition to this, the course invites students to assess their personal, academic, social, and career development in the context of an on-going inquiry into the permanent domains of human concern. This course will meet weekly for a one hour session and is a requirement for graduation.

HLS 130 Identity: Humanistic and Cultural Traditions — **Three credit hours**

An expanded offering of LS 130. See section on Liberal Studies.

HLS 235 Studies in Society — **Three credit hours**

An expanded offering of LS 235. See section on Liberal Studies.

HON 110 Natural Science — **Three credit hours**

A course designed for NON-SCIENCE MAJORS covering evolution, biology, genetics, ecology, measurements. Laboratory experience required.

HON 131-132 Forum in Academic Discourse I-II **Three credit hours each**

A forum building a cross-disciplinary study of language, cultural forms, social institutions, and the roles of intellectuals and the academy in our communities. Extensive reading of a wide variety of texts.

HRHC 191-192 Honors Rhetoric I-II **Three credit hours each**

A study of composition, including the forms of discourse, rhetorical patterns, language use, critical reading and thinking skills, and the research paper.

The Foreign Language Requirement:

The six-hour requirement in foreign languages may be satisfied by taking French 131-132, Spanish 131-132, Arabic 131-132, Chinese 131-132, Russian 131-132, Japanese 131-132, German 131-132 or HCP 533-534-Latin I-II or their equivalents based upon the results of the Foreign Language Placement Examination.

The Mathematics Requirement:

The six-hour requirement in Mathematics may be satisfied only via the results of the Mathematics Placement Examination.

HONORS CURRICULUM

The Honors curriculum begins in the second year. Honors courses are designed with special attention to currently relevant issues, therefore the curriculum is not focussed on any particular scheme. It is designed to help students appreciate and realize their talents through innovative interdisciplinary courses, opportunities for independent study, and the involvement in community service and justice. The curriculum is arranged in terms of five comprehensive bins. Each Honors College student must select at least two courses from each of the five Bins (30 credits), and must take the Senior Integrative Seminar (HON 431), for a total of 33 required hours.

1. AFRICAN AMERICAN PERSPECTIVES addressed the history, culture, and social experience of African Americans.
2. CANONICAL WORKS introduces students to complete major texts, paintings or musical compositions which have achieved "classical" status.
3. HISTORICAL AND CULTURAL PERSPECTIVES presents the subject content in the context of relevant social historical and cultural developments.
4. WELLNESS develops self-awareness around the student's care of her or his body, mind, spirit and sexual being.
5. RATIONAL THINKING introduces students in a method and practice of organized thought.

Students do Honors Papers within the courses.

HONORS COURSE BINS

Honors Courses are designed with the idea that new courses can be developed at all times, with special attention to currently relevant issues; therefore, the curriculum is not focussed on any specific curricular scheme. Instead, to be Honors Courses, particular cross-disciplinary commitments must be met. These Honors Course commitments are labeled as five BINS. Each Honors College student must select at least two courses from each of the five BINS, and must take a minimum of 11 Honors courses (30 Credits) or their equivalents.

1. AFRICAN AMERICAN PERSPECTIVES covers courses which address the history, culture, and social experiences of African Americans, such as "Psychology of the Black Child" or "Black Entrepreneurship: Principles of Management", "African American Film."
2. CANONICAL WORKS covers courses which introduce students to complete major texts, paintings, or musical compositions which have achieved "classical" status, such as "African American Art History" or "Literature of Social Reflection, Chaucer."
3. HISTORICAL AND CULTURAL PERSPECTIVES includes courses which present the subject content in the context of relevant social historical and cultural developments, such as a course in Shakespeare which references the development of the early modern state in England, "History and Foundations of Math," or Foreign languages.
4. WELLNESS includes courses which develop self-awareness around the student's care of her or his body, mind, spirit and sexual being, such as "Women and Religion," or "Biology and Ethics."
5. RATIONAL THINKING includes courses which train students in a method and practice of organized thought, such as "History of Modern Philosophy" or "Number Theory."

AFRICAN AMERICAN EXPERIENCE
AAP BIN

The main objective of these courses is to examine African American Experiences from a variety of vantage points. The courses look at the ways in which African Americans have gone about living their lives in this society and also the ways that society and its structures are imposed upon the lives of African Americans; the ways in which the idea of "race" impacts upon our lives.

AAP 531-532 African American Art **Three credit hours**

These courses are designed to acquaint students with art made by Black Americans over the past 200 years. Major figures include, Tanner, Bannister, Duncanson, Porter, Douglas, White and Bearden. A portion of the courses focus on the struggle in America i.e., major galleries & museums, critics and important art collectors.

AAP 533-534 Psychology **Three credit hours**

Course in African American Perspectives dealing with psychology would range from an introduction to psychology with special emphasis on Black Americans to business, religion, etc. Certain psychological responses of Blacks to these cultural selections.

AAP 535-536 Music **Three credit hours**

Course in African American music has a wide range of material to draw from. The evolution of jazz, gospel, work songs, soul, blues, and ragtime are potential areas of interest.

AAP 590 Special Topics **Three credit hours**

Courses submitted under Special Topics headings in African American Perspectives are usually courses taught on a one time basis and are not intended to form a permanent part of the core curriculum. Theme could include: Malcolm X, Desegregation, Slavery and many other Black issues, Hip Hop Culture.

AAP 591-592 African American Experience, I & II **Three credit hours**

A significant part of the mission at Johnson C. Smith University is to assist our students in self discovery. African American Experience will engage students in a number of learning experiences i.e., film series by or about Black film makers, guest lecturers, concerts and gallery visits, all aimed at enhancing our students' sense of self.

AAP 593-594 Field Experience **One to three credit hours**

These projects are usually completed over the Summer, abroad or at another campus. A presentation, portfolio and paper are received as well as approved by the field coordinator.

AAP 595-599 Independent Study **One to three credit hours**

This course is designed mainly for junior and senior level students with demonstrated maturity and ability to undertake individualized course work. Students are permitted to choose their own topics of study, nonetheless, all independent study topics must be approved by an Honors College faculty advisor. The topic must come from a focus on African American issues.

CANONICAL WORKS
CW BIN

A canonical works course is any course that (to a substantial degree) requires the reading of works which have achieved the status of primary works in their field. Seminal works by philosophers, political writers, economics, scientists, imaginative writers and others are the canonical texts. A canonical text course requires at least three such works be read in as complete a form as is feasible.

CW 431-432 Freedom in America **Three credit hours**

The course introduces Freshmen students to a variety of perspectives on the evolving American ideas and practices of freedom; familiarizes students with some basic concepts and canonical works in the social sciences; encourages a regular and informed engagement with current events; develops reading, writing and critical thinking skills.

CW 543 Visual Arts **Three credit hours**

This course will include the study of the creative artists and painters and sculptures in the visual areas. Themes could include topics such as basic design of the art studio or art surveys.

CW 531-532 Great Books **Three credit hours**

These courses focus on a selection of texts or paintings judged to be central to intellectual history. Books or paintings vary from year to year, and may be selected because of common themes (the human quarrel with God, women, etc.), or genres (tragedy, comedy, novel, art, etc.), or disciplines (literature, philosophy, religion, etc.).

CW 590 Special Topics **Three credit hours**

Special topics courses focus on a current issue and use the reading of major works to illustrate that issue with multiple perspectives. Examples of issues which might form a special topics course are censorship, the African American male in literature, or third world voices.

CW 593-594 Field Experience **One to three credit hours**

A typical field experience in canonical works would be for a student to attend a conference or convention where sessions cover topics in literature, philosophy, art biblical interpretation, history, psychology or the like. The student completes the field experience by making a public presentation to the Honors College. Credit would be based on the extent of the conference, the reading preparation needed to attend the conference, and the type of presentation made on return to campus.

CW 598-599 Independent Study **One to three credit hours**

A typical independent study project in canonical works would be extensive reading which leads to a major paper, in which the focus is on works judged to have canonical status in their discipline (philosophy, literature, biology, psychology, literature, art, or the like). The project would be under the directorship of a faculty member in the discipline. Credit is based on the extent of the project.

HISTORICAL AND CULTURAL PERSPECTIVES
HCP BIN

The Historical and Cultural Perspectives bin offers courses which focus, primarily, on human cultural evolution. Cultural evolution is defined broadly as the on-going human activity of devising strategies and methods for meeting human needs (e.g., providing food, clothing, and shelter; the search for order; controlling and interacting with nature; the search for meaning in life; the search for peace and security). The subject content of this bin may be covered by a variety of courses and experiences which utilize a number of methods (e.g., study of great books; study of language; special topic seminars; field experience; independent study).

HCP 531-532 Great Books **Three credit hours**

This approach conceives of great books as social artifacts produced by societies. Within these artifacts are preserved important components of a people's culture, the learned and shared ideas that describe, explain, and give meaning and purpose to life.

HCP 533-534 Language **Three credit hours**

Language is the most pervasive aspect of human culture. Language facilitates the accumulation and storage of a social heritage, and the transmission of that social heritage from generation to the next. This approach utilizes the study of language as a method of studying the social heritage of different societies.

HCP 590 Special Topics **Three credit hours**

Human history is living history. The seminar approach allows us to explore special topics on the developing trends and events in the human experience.

HCP 593-594 Field Experience **One to three credit hours**
The field experience approach utilizes the participant observation method, primarily. This approach emphasizes learning through experience.

HCP 595-599 Independent Study **Three credit hours**
Independent but guided study or examination of a topic related to historical or cultural perspectives. There would be extensive readings leading to a major paper or project. The project would be under the direction of a faculty member in the discipline.

WELLNESS
WEL BIN

The key to classification of a course into the Wellness BIN is a primary focus in the domain of practical wellness. That is, a course in the wellness domain should aim to provide students with practical competencies relevant to their physical, emotional, social, or spiritual well-being and to their ability to cope effectively with challenges to that well being. To be categorized into the "Wellness" bin, a course should:

1) Significantly engage the student in experiences, processes, and/or exercises which substantially enhance the student's practical ability to enjoy an active, "well" lifestyle or to deal effectively with unavoidable health challenges.
2) Permit each student a significant degree of flexibility in establishing wellness goals and self-direction in developing and executing plans for achievement of those goals.
3) Include a significant degree of focus on practical skills relevant to each student's lifelong wellness.

WEL 531-532 Lifelong Wellness **Three credit hours**
Course providing practical skills, as defined for the wellness bin, in the areas of physical education, fitness, health dance, or the creative arts.

WEL 533 Sports and Society **Three credit hours**
Courses providing practical skills, and dealing with the appreciation or understanding of sports and the relationship and impact of sports in the context of society.

WEL 534-535 The Religious Experience **Three credit hours**
Courses dealing with practical skills with regard to the spiritual or religious practices and interpretation concerning wellness.

WEL 536-537 Science **Three credit hours**
Courses providing practical skills of a scientific nature, research, trends and experiments.

WEL 538 Psychology **Three credit hours**
These courses deal with issues surrounding psychological wellness, health and happiness.

WEL 590 Special Topics **Three credit hours**
Course offered on an occasional or experimental, one time basis for which the content meets the definition of the wellness bin. These courses are typically focusing on current issues and use of contemporary readings and research.

WEL 593-594 Field Experience **One to three credit hours**
Courses offering supervised, practical experience in a field setting and with content meeting the definition of the wellness bin. Examples might include preparation for and competition in a National Sports Festival or international sports competition, membership in a well recognized performing arts event or competition, or attendance at a conference or convention.

WEL 598-599 Independent Study **One to three credit hours**
Independent but guided study or examination of a topic related to practical skills related to wellness. There would be extensive reading leading to major paper or project. The project would be under the directorship of a faculty member in the discipline. Credit is based on the extent of the project.

RATIONAL THINKING
RT BIN

Rational Thinking is defined as: The assessing of premises and of the inferences which follow from those assessed premises.

Accordingly, courses submitted for inclusion in the Rational Thinking BIN are to confirm to the following:

1) The primary focus of the course is methodology rather than content.

2) The course emphasizes the development of an idea with special attention to the reasons and reasoning which shaped the development.

3) The course requires students to reflect upon the reasons and reasoning generating the idea's development so that they themselves become participants in the idea's development.

HON 104 Systematic Thinking **Three credit hours**
A team-taught course focusing on rational thinking and the development of the mind through a case studies approach in selected areas of systematic thought, such as Euclidean geometric proofs, formal logic, and speech-act theory.

RT 531-532 Philosophy **Three credit hours**
Study of logic, methods, systems of thought either in themselves or as they have been applied in new domains of inquiry.

RT 533-534 Mathematics & Science **Three credit hours**
Study of the concepts, methods, or philosophy of mathematics or science.

RT 535-536 Computers in Society **Three credit hours**
Study of logic, design, problem solving within computer science or society at large.

RT 537-538 Psychology **Three credit hours**
Study of cognition, learning, and human development.

RT 561-562 Business & Economics **Three credit hours**
Study of methods, principles and theories of business and economics.

RT 590 Special Topics **Three credit hours**
Courses are usually contemporary and readings in the rational process that involves timely issues.

RT 593-594 Field Experience **One to three credit hours**

These may be conferences and workshops with rational thinking and reasoning as the format.

RT 598-599 Independent Study **One to three credit hours**

Students do a directed research project under the guidance of specialist in reasoning.

HON 431 Senior Integrative Seminar **Three credit hours**

This course is an integration and synthesis of the student's college experiences with particular emphasis on intellectual challenge. The fundamental question the course seeks to examine is, What does it mean to be a liberally educated person? This course will require you to reflect on your college experience particularly the academic experience you have acquired in the Honors College and then indicate to what extent you have been intellectually challenged. The instructor of the course, in conjunction with other instructors drawn from the Honors College Core faculty, will attempt to fill in qualitatively (and to a lesser degree quantitatively) any intellectual gaps that might exist in the student's liberal education.

COURSE CREDIT

FRESHMAN YEAR - Advanced Freshman Studies Program (38-41 Credits).

SOPHOMORE YEAR - minimum of 6 Honors courses (18 credits).

JUNIOR YEAR - minimum of 3 Honors courses (9 credits). Students are expected to complete a Field Experience. (3 credits). Students are also expected to complete an Independent Study. (1 to 6 credits).

SENIOR YEAR - minimum of 2 Honors courses (6 credits), one of which must be the Senior Integrative Seminar, HON 431 in the Fall or Spring (3 credits).

STRUCTURE

Seminar format Honors College courses are interdisciplinary and are designed to accelerate the completion of the G.E. courses normally taken separately. Subject to the approval by the University Faculty, upper level Honors College courses may be designed by departments.

FINANCIAL ASSISTANCE

Contingent upon the availability of funds, students in the Honors College receive financial assistance to cover tuition. They are required to maintain a cumulative 3.00 GPA in order to retain their scholarships. A student may lose financial assistance and retain probationary status in the Honors College. A cumulative GPA below 3.00 for two consecutive semesters may warrant dismissal from the Honors College.

LIBERAL ARTS

Housed in the Honors College under the supervision of the Dean of the Honors College, the Liberal Arts major is an interdisciplinary major open

to Honors College students as well as to students in the Liberal Studies Program. Students should be advised that the program leading to a BA degree in Liberal Arts is an entity distinct from Liberal Studies, the general education program. The program seeks to accomplish the following goals: first, to provide students with flexibility in experiencing a breadth of differing perspectives across disciplines; and second to prepare students to meet the challenges of the twenty-first century by fostering in them cognizance of and an appreciation and tolerance for the different peoples, cultures, and traditions of world civilization.

THE MAJOR IN LIBERAL ARTS is particularly appropriate for: students who want to pursue graduate studies with a strong interdisciplinary background; students who want a flexible education background in order to enter the job world; students who foresee life-long learning as a long term commitment; students who need an undergraduate BA for job related self-development goals; returning students; non-traditional students; students who have strong interests in dual areas of studies; students who, due to individualized goals, see value in pursuing two areas of training; students who seek post-graduate training in professional programs such as Mortuary Science, Cosmetology, Paralegal Services, Arts Business, and the like.

THE MAJOR IN LIBERAL ARTS is designed specifically to provide students with flexibility in pursuing an undergraduate education according to their individualized interests, needs, goals, and learning styles. As such, the Liberal Arts Major is not to be combined with the existing traditional majors. The academic integrity of all courses of study within the major is maintained through rigorous individualized advisement, under the supervision of the Dean of the Honors College in consultation with the appropriate department chair(s) and/or program director(s).

MAJOR REQUIREMENTS

1. Students are required to meet all university graduation requirements, including hours, grade point average, Liberal Studies or Honors College, Learning-Across-The-Curriculum Courses, Community Service, and Lyceum.
2. Students are required to meet with the Dean of the Honors College or designated adviser regularly to maintain and assess progress. Failure to attend progress conferences may jeopardize a student's status in the program.
3. Students are required to take part in occasional extracurricular activities and workshops designed to develop skills related to program objectives.
4. Students are required to produce a senior integrative paper of a minimum of 20 pages. This paper must be interdisciplinary either in problem, in method, or in primary resources.

PROGRAM HOURS

I.	Liberal Studies (core and complementary courses)	47
II.	Major in Liberal Arts	
	A. Required Core	
	1. ENG 233, PUR 233 or MED 233	3
	2. LA 331 (Junior seminar: methods)	3
	3. LA 431 (Senior seminar: capstone and senior paper)	3
	4. LA 216 (Topics in Interdisciplinarity I)	
	5. LA 217 (Topics in Interdisciplinarity II)	
	6. LA 318 (Topics in Interdisciplinarity III)	
		12
	B. Dual Concentrations	
	Either	
	1. Concentration A 18 hours	
	2. Concentration B 18 hours	
	Or	
	1. Primary Concentration 21 hours	
	2. Secondary Concentration 15 hours	
		36
	C. Discipline-related electives	
	1. In the Humanities	3
	2. In the Social Sciences	3
	3. In the Natural Sciences	3
		9
III.	Free Electives	21
	TOTAL HOURS	122

(LA 216, LA 217 and LA 318 are required and substitute for one of the discipline related electives. LA 499: Internship can substitute for a second discipline related elective or for a course in one of the concentrations.)

POSSIBLE CONCENTRATIONS

African-American and African Studies
Biology
Business Studies
Chemistry
Communication Arts
Computer Science
Criminal Justice
Economics
English
French
Health Education
History
International Studies
Mathematics
Physical Education
Political Science
Psychology
Spanish
Sociology
Social Work
Studies in Fine Arts
Studies in Philosophy and Religion
Studies in Theatre Arts
Writing

ADVISING

At the time of acceptance into the major, a Program of Study will be designed in the Honors College in consultation with appropriate departments and/or programs. The Program will include an expected gradua-

tion date, and will account for all Liberal Studies/Honors College requirements and all major requirements and electives in Liberal Arts. The Program of Study must be approved by the Dean of the Honors College and the Vice President for Academic Affairs. Copies of the approved Program of Study are to be housed in the Honors College, the Registrar's Office, and the Office of Academic Affairs.

COURSES

ENG 233 or PUR 233 Business Writing **(3 Hours)**
Techniques of writing and other organizational contexts, including, letters, reports, studies, and publicity materials. (Cross-listed)

LA 216 Topics in Interdisciplinarity I **(1 hour)**
Students will be introduced to methods and models of interdisciplinary research by attending presentations in LA 331 and 431. They will develop standards for oral presentation by assessing the senior presentations, and will demonstrate the ability to comprehend the content of those presentations by sitting for periodic tests. Recommended for sophomores in the Fall Semester.

LA 217 Topics in Interdisciplinarity II **(1 hour)**
Students will be introduced to methods and models of interdisciplinary research by attending presentations in LA 331 and 431. They will develop standards for oral presentation by assessing the senior presentations, and will demonstrate the ability to comprehend the content of those presentations by sitting for periodic tests. Recommended for sophomores in the Spring Semester.

LA 318 Topics in Interdisciplinarity III **(1 hour)**
Students will be introduced to methods and models of interdisciplinary research by attending presentations in LA 331 and 431. They will refine standards for oral presentation by assessing the senior presentations, and will demonstrate the ability to comprehend the content of those presentations by sitting for periodic tests. Recommended for juniors in the Fall Semester.

LA 331 Junior Seminar (Research Methods) **(3 Hours)**
Students will be introduced to models of interdisciplinary research. They will develop a research problem, search the literature, and produce an annotated bibliography, culminating in a formal research prospectus. Successful fulfillment of this course requires that the instructor certify by signature that the research prospectus meets established guidelines relating to the integrative thrust of the program. Required of all junior Liberal Arts majors.

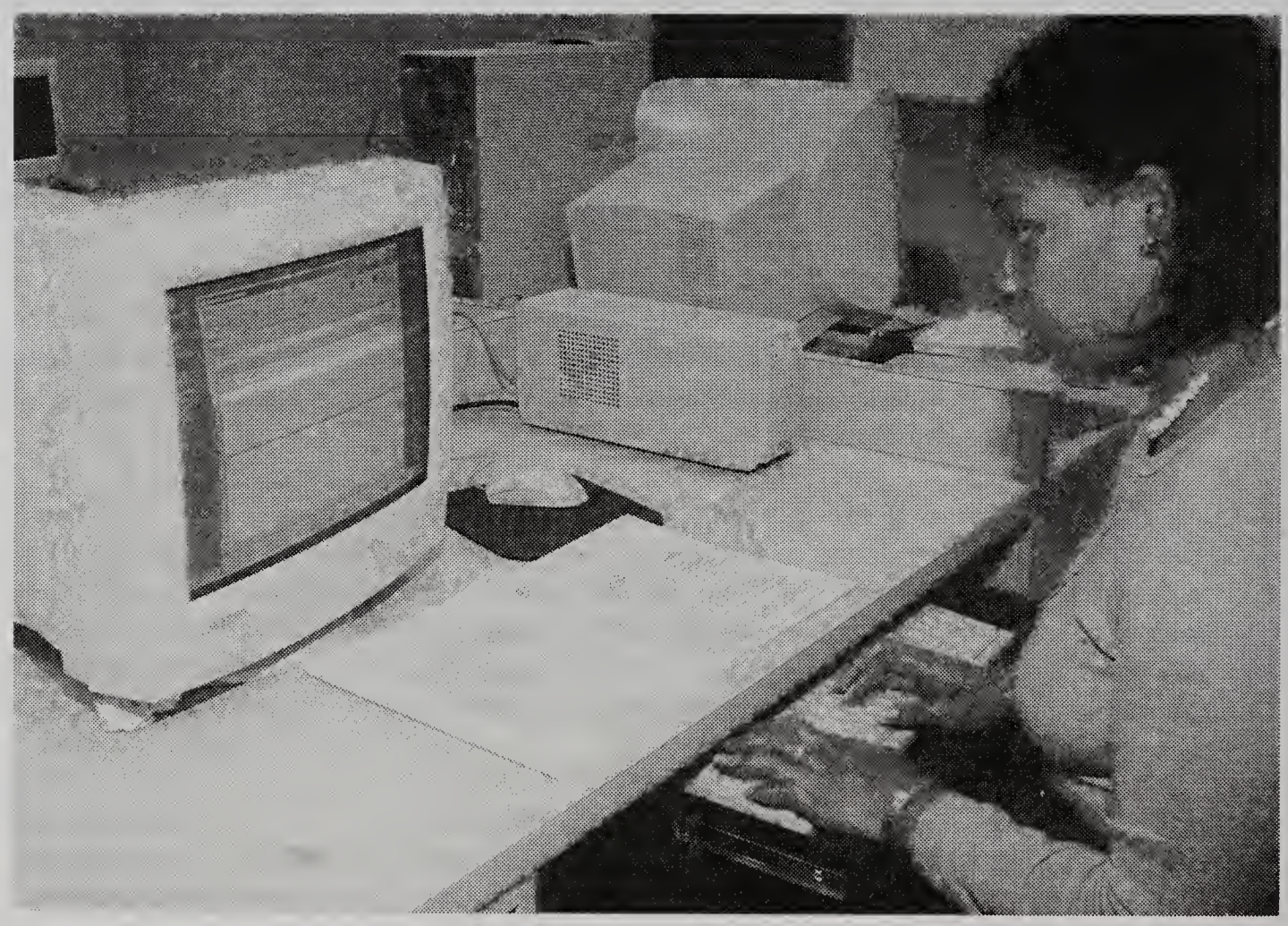
LA 431 Senior Seminar (The Senior Integrative Paper) **(3 Hours)**
This is a "capstone" course in which students are guided in discerning commonalities, as well as defining historical differences, across disciplines and in integrating their different areas of focus. Students will write the Senior Investigative Paper and present it orally. Successful completion of the course requires that the instructor certify by signature that the senior investigative paper meets established guidelines relating to the integrative thrust of the program. The course requires regular individual meetings with the instructor (or designated paper adviser) in addition to scheduled class time. Required of all senior Liberal Arts majors. Prerequisite: Completion of LA 331 with a C or better. Students carrying an incomplete in LA 331 cannot register for this course.

LA 496-497-498 Special Topics in Liberal Arts **(3 hours per course)**

Detailed investigation of special topics determined by the instructor which permits advanced work of an interdisciplinary nature in Liberal Arts. Enrollment by permission of instructor. (May be repeated for credit, and may fulfill one of the Discipline-related electives)

LA 499 Independent Study: Internship **(Maximum: 6 Hours)**

A planned and structured project cooperatively determined by student and instructor. Student permitted to contract work in focuses of special interest. Enrollment: One, two or three hours according to the scope of the project to be completed. Students must work 40 hours for each credit hour earned for internship placements. May be repeated for credit for a different project. Multiple enrollments may not exceed six hours. Not appropriate for sophomore students. (May fulfill one of the Discipline-related electives.)



STUDENT AFFAIRS

The Division of Student Affairs is responsible for all aspects of student life and welfare on the campus. Through its various departments, the Division implements a comprehensive program of student development. The Division of Student Affairs is also responsible for establishing policies and procedures affecting student life and conduct.

Student participation in campus governance and student life is viewed as a complement to the educational process. In its advisory role to the Student Government Association, the Division of Student Affairs promotes student involvement, leadership development, and opportunities to influence decision-making. The Assistant Vice President/Dean of Students recommends and appoints students to various University boards and committees, and staff within the Division serve as advisers to numerous student organizations.

The Division of Student Affairs, through its eight constituent departments, encompasses almost every aspect of student life outside the classroom. Together they assist and support students in acquiring the necessary competencies for holistic development and a satisfying educational experience. The departments, each of which is headed by a director, are as follows: Office of Career Planning and Placement, Counseling and Testing, Health Services, Residence Life, Student Activities, Student Support Services and Upward Bound. The University Chaplain's office, which is responsible for campus ministry, is also under the auspices of the Student Affairs Division. The Associate Dean of Students has responsibility for the University's judicial system and advises the National Pan Hellenic Council.

In its quest to meet the developmental needs of maturing young adults, the Division of Student Affairs sets forth the following goals, they are:

a. To ensure opportunities for positive interaction among students through which they may acquire and develop positive social interpersonal communication and leadership skills;

b. To sponsor extracurricular activities which transform leisure and recreation time into informal learning experiences, broaden the students' cultural awareness and appreciation, and facilitate positive interaction among students, faculty, staff, and the community;

c. To assist students in acquiring the necessary resources for financing their education, and understanding and accepting their responsibilities as consumers and borrowers;

d. To provide safe, clean on-campus housing that supports the concept of ``living/learning'' and provides students with resources for study, exploration, and community living;

e. To cultivate an environment on the campus within which students may examine their personal values, attitudes, and beliefs;

f. To foster career development through orientation about graduate and professional school opportunities, experiential learning, acquisition of job-entry skills, placement services, and awareness of job market trends and projections; and

g. To implement a disciplinary system that is based on education rather than punishment, is grounded in the principal of ``fundamental fairness'' and recognizes students' rights, offers opportunities for students to assume responsibility for the consequences of their actions, and allows for peer involvement in judicial decision-making.

It is the aim of the Student Affairs Division to provide these services through a cadre of trained and dedicated staff, within an environment of challenge and support, and with caring concern and respect for students individually and collectively.

Membership in The University

Enrollment at Johnson C. Smith University is granted on the basis of an agreement with the University; it is not an inherent right. Each student is obligated, as a part of this agreement, to observe the rules, regulations, standards, and guidelines of the University as found in the University Catalog, regulations governing life in University student residences, and other policies and procedures published as official University pronouncements.

The University functions as a viable collegiate community only when those within the community adhere to certain standards. These guidelines form the framework for the harmonious interaction of the individual and others. The University believes that certain rights and responsibilities are indispensable to the achievement of the purposes of higher education. These rights and responsibilities apply to administrators, faculty, staff and students, since the viability of the institution is dependent upon the cooperation and support of all its constituencies. The University's Standards of Conduct includes statements of the specific provisions governing appropriate student conduct and the range of sanctions that may be imposed upon persons who violate these standards. The Standards of Conduct are published in the University Catalog and each student has a responsibility to become familiar with this document and with various other publications and regulations as promulgated by the University.

The University reserves the right to cancel the enrollment of any student who breeches this agreement or who violates the rules of the University when it is determined, through the established processes, that a student has breeched University rules.

MEN AND WOMEN OF JOHNSON C. SMITH UNIVERSITY

Frequently the University is characterized on the basis of how students present themselves on and off the campus. While the physical facilities, landscape, quality of the faculty, curricular offerings, library holdings, and so on, are often used to characterize the quality of an institution, what is frequently remembered is how well students comport themselves on campus and in the larger community. It is, therefore, immensely important that all students display respect for themselves and others, that they maintain impeccable personal and professional integrity, that they possess dignity and pride in themselves as individuals and collectively as JCSU students, and that they maintain honesty and dignity in their dealings with themselves and others at all times.

It is the aim of the University that all its students embrace the ideals of community, pride, loyalty, high ethical and moral standards, commitment, honesty, and hard work. The qualities of mature, wholesome, and responsible living are perpetuated among the students at Johnson C. Smith University. And while the institution's mission has undergone revision over the years, the basic tenets of social, academic, and personal responsibility, commitment to excellence in scholarly pursuits, leadership, self-esteem, dignity, and integrity prevail. It is also expected that students will acknowledge the tremendous sacrifices of parents, ancestors, and community in their education and, thereby, be inspired to make a lifelong commitment to service to human kind. Therefore, it is imperative that students at the institution learn not just to make a living, but also to make a life.

It is required that each and every student embrace these expectations upon enrolling at the University. Theses principles are a part of the University's history and are essential for its future.

CAREER PLANNING AND PLACEMENT

The Office of Career Planning and Placement provides a variety of information to assist students in examining career goals and objectives. All students regardless of classification, major, or GPA need to begin formulating career plans and are encouraged to utilize the services provided. Much of what employers look for in potential candidates—relevant experience—takes time to acquire. It is very important to take necessary steps right now to ensure that you enter the job market with every advantage!

Staff members assist students in analyzing occupational information, labor market trends, skills, and preparation needed in relation to their career interests and aspirations. Other services include, but are not limited to, the following:

The **System of Interactive Guidance Information (SIGI) PLUS** is a computerized guidance system that combines the capabilities of the computer with information that has been carefully researched concerning occupations, values, interests, skills, educational programs, and preparation. SIGI PLUS covers all the major aspects of career decision making and planning through a carefully constructed system of eight steps including self assessment, search, information, skills, preparing, coping, deciding, and next steps students should consider in making career decisions.

Resume Development is a service provided to facilitate students in developing resumes, cover letters, and thank you letters. Upon completion of the services, students are able to leave with a printed copy. Students are encouraged to make appointments for any assistance needed.

The **Career Library** provides students reference materials and information on various occupations, businesses, job requirements, resume preparation, interviewing, and job searching. Examples of some of the documents are company literature, labor market and salary surveys, periodicals, and books.

Career Development Sessions are informative workshops and seminars sponsored frequently to help students develop and enhance job search, professional, personal, and leadership skills. These sessions involve the integration of the student's self-appraisal and career options through research, interviewing techniques, resume writing, job readiness training and group activities.

On-campus interviews are scheduled year-round for seniors seeking employment. The interview schedules include businesses/corporations, governmental and non-profit agencies. All students desiring to interview must complete a registration form, credentials release form, a resume, and attend preparatory sessions before scheduling an interview appointment with the recruiting organization. All interviews are conducted in the Office of Career Planning and Placement unless otherwise specified.

Recruitment Tables are set-up in the Student Union for organizations to recruit students for part-time, temporary, and summer employment.

Job Postings for meaningful and productive part-time, summer, temporary, and permanent opportunities are available for students review in the office year-round.

Internships are work related to the academic major that provides hands-on learning that enhances academic theory. Students should be mentored, not just supervised. Monetary compensation is not required

for an internship; experience in the academic major is the main reason students are encouraged to seek internships. Various internships are listed in the office.

Cooperative Education provides students with two or three semesters of full time work, with assignments related to the academic and career interest of participants. Students will receive six hours of academic credit for each work semester, not to exceed eighteen hours of credit. However, only six hours of credit will apply towards degree completion requirements. The other hours will be listed on the transcript, but will not apply towards degree completion requirements.

Companies/Organizations determine the work term assignments. Students can work three alternating semesters or two consecutive semesters as determined by the needs of the organization. A student must work a minimum of two semesters total, but not more than two semesters consecutively.

The student must meet the following criteria to apply for the program:

- Must be currently enrolled and maintain enrollment throughout the cooperative education process at Johnson C. Smith University.
- Must have completed a minimum of 45 academic credit hours, but not more than 90 academic credit hours at the time of initial application.
- Must be in good standing at the university (i.e. Judicial Affairs, Financial Affairs, and Academic Affairs).
- Must have declared and been accepted into an academic major.
- Must have a minimum of a 2.5 GPA (organizations determine GPA requirements).
- Must maintain a"0"balance in student account (Financial Affairs).
- Must have 2 faculty recommendations for participation in program.
- Must complete a Cooperative Education Application.
- Must complete a commitment letter from the Office of Career Planning and Placement.

Organizations select candidates to receive a co-op positions. The positions are competitive. As with any employment opportunities, students are advised to begin the application process at least one semester prior to the anticipated work term. In addition, students will be able to advance register for the cooperative education courses after the application, interviewing, and selection processes are completed.

COOPERATIVE EDUCATION COURSES

COOP 201
Cooperative Education I **Six Credit Hours**

First full-time cooperative education experience related to the student's discipline. Student is engaged in co-op for a two to three semester period of consecutive or alternating work/school terms. An example of a two-semester consecutive work term is: spring semester=work; summer semester=work. An example of an alternating work/school schedule is: fall semester=work; spring semester=school; summer semester=work; fall semester=school; spring semester=work. A minimum of forty hours per week of paid, on-the-job experience designed to bridge the gap between the academic world and the business world is required. Prerequisite: Minimum overall grade point average of 2.5, minimum of 45 credit hours completed, and Permission Career Planning and Placement.

COOP 301
Cooperative Education II **Six Credit Hours**

Second full-time cooperative education experience related to the student's discipline. Student is engaged in co-op for a two to three semester period of consecutive or alternating work/school terms. An example of a two-semester consecutive work term is: spring semester=work; summer semester=work. An example of an alternating work/school schedule is: fall semester=work; spring semester=school; summer semester=work; fall semester=school; spring semester=work. A minimum of forty hours per week of paid, on-the-job experience designed to bridge the gap between the academic world and the business world is required. Prerequisite: Minimum overall grade point average of 2.5, minimum of 45 credit hours completed, and Permission of Career Planning and Placement.

COOP 401
Cooperative Education III **Six Credit Hours**

Third full-time cooperative education experience related to the student's discipline. Student is engaged in co-op for a two to three semester period of consecutive or alternating work/school terms. An example of a two-semester consecutive work term is: spring semester=work; summer semester=work. An example of an alternating work/school schedule is: fall semester=work; spring semester=school; summer semester=work; fall semester=school; spring semester=work. A minimum of forty hours per week of paid, on-the-job experience designed to bridge the gap between the academic world and the business world is required. Prerequisite: Minimum overall grade point average of 2.5, minimum of 45 credit hours completed, and Permission of Career Planning and Placement.

Annual activities sponsored by the Office of Career Planning and Placement include the following:

Annual Career Fair
On-Campus Recruitment/Professional Visitation Days
Black Executive Exchange Program
Metrolina Job Fair

Services are provided to alumni who express an interest in employing Johnson C. Smith University students. Request for services from employers are coordinated through the Office of Career Planning and Placement.

Johnson C. Smith University – Office of Career Planning and Placement Recommended Four-Year College Plan

Freshman Year

- Register with Career Planning and Placement
- Complete the SIGI PLUS computerized guidance program
- Meet with the Career Counselor for individual assessment
- Begin formatting and developing your resume
- Begin Networking
- Carefully select and participate in on-campus extra-curricular activities that will enhance your skills
- Develop good study habits
- Identify possible academic majors
- Visit the Career Planning and Placement for summer and part-time employment information
- Attend Career Fairs and Graduate/Professional School Fairs

Sophomore Year

- Begin researching possible careers
- Conduct informational interviews
- Attend Career Development Workshops
- Update your resume
- Develop a cover letter
- Decide on and declare a major
- Research career options related to particular majors
- Join student organizations related to your major or field of interest
- Continue participation in extra-curricular and community activities
- Maintain good grades
- Write graduate/professional schools for their catalogs
- Attend Career and Graduate/Professional School Fairs
- Find career related work experience, internships, or cooperative education

Junior Year

- Update your resume and cover letter
- Attend Career Development workshops
- Attend Career Fairs
- Participate in Mock Interviews
- Research companies
- Assume leadership roles/officer positions in your organizations
- Continue participation in extra-curricular and community activities
- Attend Graduate and Professional School Fair
- Research Graduate and Professional Schools
- Prepare for graduate school exams
- Perform internship, cooperative education, or career related work experience
- Conduct informational interviews and make contacts with those in your own network

Senior Year

- Develop a job search plan
- Polish and refine your resume and cover letters
- Make sure you have references and letters of recommendations
- Attend Career Development Workshops
- Sign-up for on-campus recruitment and participate in on-campus interviews
- Research organizations
- Interview with organizations
- Attend Career Fairs
- Take graduate school exams in the fall
- Mail graduate school applications
- Tour/Visit graduate schools
- Hold a significant position within a campus organization
- Continue participation in extra-curricular and community activities

COUNSELING AND TESTING

The Office of Counseling & Testing offers professional counseling to assist students in resolving emotional, social and developmental programs which may interfere with academic progress. The mission of the Office of Counseling and Testing is to promote and facilitate the interests, wellness, and growth of all JCSU students. Furthermore, it strives to encourage student involvement on campus and in the community, enhance self-awareness, and aims to inspire the individual and collective leadership skills of all students. To accomplish this mission, the Office of Counseling and Testing offers individual and group counseling, workshops, Graduate/professional School testing, support services, and educational materials. Counseling services are available to all students.

Counseling Services

The center is located opposite in the Teaching and Learning Center. The hours of operation are Monday-Friday from 8:00 a.m. - 5:00 p.m. However, crisis and emergency services are available after-hours. The staff in the Office of Counseling and Testing is available to provide caring and confidential counseling, intakes, and assessments on an appointment and walk-in basis. The center also makes referrals to appropriate community resources as deemed necessary.

Individual Counseling

Individual counseling is available to all enrolled students desiring to enhance their self awareness, development a plan for campus/life success or experiencing personal and/or academic concerns. Professional Master's level counselors provide 50-minute sessions. Students may call the office secretary to schedule a counseling session.

All counseling is provided within a confidential setting. Students seek the professional services of the Office of Counseling and Testing for many

reasons. Issues commonly addressed are: productive communication with peers, problem solving techniques, enhancing self confidence for success, emotional, social and developmental concerns, tracking academic progress/direction, and building relationships with peers, family, staff and faculty.

Group Counseling

Group counseling support occurs bi-monthly in a casual and relaxed setting whereby students discuss issues affecting their lives and the world around them. The format for group alternates from open discussion to theme specific. Students are encouraged to give and receive feedback and must agree to sign a Student Confidential Agreement prior to participating. Other groups on specific issues will be formed and ended as deemed necessary by student's needs and interests.

Student Affairs Development Series

The Office of Counseling and Testing coordinates the planning and scheduling of the Student Affairs Development Series for each academic year. The series is a collective resource of various workshops, lectures and events sponsored by the Division of Student Affairs. The Student Development Curriculum is designed to provide a deliberate and focused structure to facilitate the holistic development of students. The curriculum targets development in seven principle areas from which all students can choose and Freshmen/Transfer students meet their Orientation credit requirements. The Office of Counseling and Testing maintains records of pre-registration and attendance for each workshop.

The Peer Education Program

The Office of Counseling and Testing is home base for S.W.A.R.M. (Students With A Realistic Mission) Peer Education Program and the Center's staff are the advisors. The Peer Educators are a select group of students, with a GPA of 2.5 or higher, who work throughout the academic year to provide prevention education and activities on HIV/AIDS, STDs and Alcohol and Drug Awareness to the campus population and the surrounding community. Peer Educator applications are available anytime in the Office of Counseling and Testing.

Graduate School Testing

The Office of Counseling and Testing is a certified ETS graduate and professional school-testing site for the metropolitan Charlotte area. Various graduate school admissions tests are administered throughout the academic year according to dates selected by the Educational Testing Service. Registration and Information booklets are available for most graduate school exams. The Center is also authorized to issue GRE fee waivers to JCSU seniors receiving the Pell Grant.

Educational Materials

A wide variety of audio and written materials are available to students free of charge. The Center maintains a library of information and various pamphlets on topics including First Year College Experience, Time Management, Dating Relationships, Stress Management, HIV/AIDS and Women's Issues, Drug and Alcohol Awareness, Safer Sex Practices, and Improving Study Skills.

HEALTH CENTER

Johnson C. Smith University maintains a minimal health care service for the treatment of minor illnesses, accidents, and injuries. Health supervision and medical care are provided through a staff of one Registered Nurse, one full-time Licensed Practical Nurse, one full-time Secretary, one part-time Physician and one part-time Physician Assistant. All students enrolled at the University may take advantage of services available through the Health Center.

The Health Center is located in the northwest wing of the University Memorial Union. Hours of operation are 8:00 AM until 10:00 PM Monday through Friday. The Health Center is not open on weekends or during official University closings.

A physical examination and current immunization record are required of all new students before they are permitted to enter the University. Also, former students who have not been enrolled for a period of one year or more will be required to submit a current health examination form before they will be allowed to register.

Individuals reporting to the Health Center for treatment may be given the initial doses of some medication and drugs. Prescriptions for subsequent drugs, medical needs, and medication beyond the initial dose provided by the Health Center will be given to the student to be filled at his or her own expense. Specialists are frequently needed for students' illnesses and injuries which go beyond the treatment scope of the Health Center. In such cases the Health Center staff will refer students to recommended specialists. The cost of the specialists' services are the responsibility of the student and his or her parents. However, students are strongly urged to file insurance claims promptly in order that medical bills be paid as appropriate.

Students are discouraged from seeking treatment for illness or follow-up treatment for accidents without having first been referred by the University physician or his designee, as student insurance will not pay for expenses incurred without the appropriate referral. Out-patient care is covered on a referral basis only; and all non-emergency hospitalization must be pre-certified by the insurance provider. Certification may be obtained by calling the toll free number prior to admittance to the hospital. The number is included on the student's health insurance verification

card and the insurance brochure, both of which are available in the Health Center.

The University does not provide students transportation to off-campus medical facilities. Ambulance services are used in cases of serious illness or injury. All ambulance charges are filed with the student health insurance. Students must pay for the use of a cab.

Students in need of hospital care will be referred to hospitals in the city. The cost of hospitalization, likewise, is the responsibility of the student and his or her parents. Students are encouraged to notify their parents if hospitalized.

In the event of accident or sickness, the student should;

1. Report to the Student Health Center at once.
2. If away from school, consult a physician, and notify the Student Health Center as soon as possible.
3. All claims for services rendered by "outside" physicians and health care providers must be sent to the Student Health Center for transmittal to the insurance company within 30 days of the date of accident or onset of sickness.
4. The student must fill out a claim form for each illness or accident. Bills cannot be submitted for payment without the completed claim form.

Student Health Insurance

Student accident and sickness insurance is part of the student health care program. All students are included in the insurance program at a nominal cost, which is included in the registration fee. The insurance is provided as a supplement to the coverage available through the student's family insurance plan. The program is not intended to be comprehensive or to replace the family's responsibility for the student's health care. The student and his or her parents are solely responsible for the cost of health care beyond that which is provided through the Health Center or covered under the student accident and sickness insurance.

Students who seek non-emergency hospital services must receive pre-certification from the health insurance provider. A referral from the Health Center is also required for outpatient care in order for the student to receive insurance coverage for these services. (See current health insurance brochure for additional details.)

Immunization

North Carolina law requires that all new undergraduate students enrolling either for the first time or returning after some period other than the summer, must show proof of having received required immu-

nizations. Immunization records must be kept on file at the university. Students taking both day and evening classes are required to present proof of immunization; those attending only night classes and/or off campus courses are exempt from this law. Students from North Carolina may obtain copies of their immunization records from their high schools. If they meet minimum requirements of North Carolina law for students in grades K-12, they are acceptable for college entrance; however, verification of same is required by the University. Students who cannot show evidence of having received the immunization will be withdrawn from the University in accordance with state law. Immunizations can be obtained from a private physician or local health department.

Continuing and entering students who have not completed the required immunizations will not be permitted to register at the University.

Recent revisions in the North Carolina Immunization Rule require students enrolled in a college or university for the first time after July 1, 1994 to have a second dose of measles-mumps-rubella (MMR) vaccine. The intent of this rule is to ensure that young adults get two doses of measles and rubella vaccine. A single dose of MMR will be acceptable if the student has received a prior dose of single antigen measles and rubella vaccines or a prior dose of measles and rubella vaccine.

The student who will be affected by the new rule include the following:

1. Persons enrolling in a North Carolina college or university for the first time after July 1, 1994;

2. Persons who were previously registered only in off-campus courses, or person who attended night or weekend classes only, or persons who took a course load of four credit hours or less and who resided off campus;

3. Persons transferring to a university or college from an educational institution established under Chapter 115D of the General Statute (i.e., Technical/Trade Schools and Community Colleges).

The immunization requirements for the state of North Carolina are as follows:

Students 17 Years of age and Younger:

3 DTP (Diphtheria) doses. One Td dose must have within the last 10 years
3 POLIO (oral) doses
2 MEASLES (Rubeola) doses, on or after the first birthday*
2 RUBELLA doses**

Students born in 1957 or later and 18 years of age or older:

3 DTP or Td doses. One Td dose must have been within the last 10 years
2 MEASLES (Rubeola doses, on or after the first birthday*
2 RUBELLA doses**

Students born prior to 1957:

3 DTP or Td doses. One Td dose must have been within the last 10 years
2 RUBELLA doses***

—*History of physician diagnosed measles disease is acceptable.

—**Physician diagnosed rubella disease is not acceptable. Only laboratory proof of immunity to rubella is acceptable.

—***Physician diagnosed rubella disease is not acceptable. Proof of immunity to rubella is acceptable. Rubella dose is not required for students 50 years of age or older.

University Requirement

Johnson C. Smith University requires that all new and transfer students receive the Meningococcal and Hepatitis B Vaccines before entering the University. The aim of Johnson C. Smith University is to protect our students against preventable of diseases.

RELIGIOUS LIFE

The purpose of the Religious Education Program at Johnson C. Smith University is to create an environment in which students, faculty, and staff may grow spiritually.

It seeks to provide formal and informal activities and opportunities for offering individual and group expression of religious interest. These interests may be expressed in service through worship, bible study, prayer groups, seminars, workshops, discussion groups on current moral or ethical issues and community service.

The Religious Education Program has identified 11 goals to begin the process. They are:

1. To provide consistent and a variety of worship opportunities for Students, faculty, staff and the surrounding community on campus and in the University Church.

2. To strengthen the Music and Worship experiences in the University Church.

3. To develop a Religious Education Program composed of bible study, spiritual development and leadership development.

4. To publicize the Campus Ministry and Religious Life Program on and off the campus.

5. To institute Ministries of Presence, Visitation and Hospitality on campus.

6. To strengthen the spiritual life on the campus.

7. To develop a strong administrative structure for the Campus Ministry.

8. To define, develop and strengthen ties between the religious community and JCSU.

9. To develop a strong Campus Ministry Organization.

10. To encourage and facilitate greater interaction between the student body and faculty members.

11. To develop and strengthen ties with other college Campus Ministries Programs within the Mid-Atlantic region for the purpose of fellowship and growth.

RESIDENCE LIFE

Housing for students is provided in University-operated student residence halls. An individual must be admitted to the University and must pay the $100 non-refundable matriculation fee and a $250 Housing Reservation Fee, before an application for housing will be accepted. The housing application must be filed each year. It is accompanied by the "Student Housing Agreement" booklet, which should be read carefully and in its entirety before the student signs the housing application/contract. Acceptance of a housing assignment constitutes an agreement by the student to the terms and conditions accompanying the assignment. Failure to comply with such terms and conditions, and other regulations as promulgated and announced by the University, may result in loss of housing.

The application for housing must be accompanied by a non-refundable $250 room reservation fee. The $100 fee is applied to the students spring semester room cost, and is refundable based on cancellation deadline which is July 1, 2002. This agreement is binding for the entire academic year. Payment of fee for entering Freshmen should be received no later than July 1st, otherwise, housing will not be secured or given priority.

Notification of approved housing is given via a "Student Housing Assignment" letter which is generally sent to the student. Since there is not always enough space to house all students who wish to live on campus, some students run a risk of not being able to secure on-campus housing. Such individuals will be given assistance upon request, but off-campus housing should be secured prior to coming to the University. The

Office of Residence Life maintains a list of names of persons in the community who provide housing to students, although the University assumes no responsibility for the condition of such housing, terms of accommodations, supervision, payment of rent, etc.

Student housing and residential life are important parts of the student's educational experience. The "living and learning" focus emphasizes student growth through residence hall programs, students' development of personal, recreational, social, and interpersonal relationships. Students are also encouraged to participate fully in all hall activities and in their respective hall governance by serving as officers, actively voicing their concerns and opinions in residence hall matters, and engaging in programs and services sponsored by the hall.

RESIDENCE LIFE

The Office of Residence Life is firmly committed to the concept that residence halls are to provide a place where students grow, experience the richness of community living, and engage in learning outside the classroom. Dynamic communities form and contribute to each student's overall learning—intellectually, culturally, socially, emotionally, and spiritually. On-campus living provides the proper balance of challenge and support for residents, which allows them to take responsibility for themselves and for their development.

Staffing

The Director of Residence Life is responsible for the comprehensive administration of student housing, which encompassed (a) the process of admission of students to campus housing; (b) the application and assignment process; (c) residential hall staff training and supervision; and (d) departmental decision-making. The Residence Life office is staffed by the Director, Assistant Director, and Program Assistant.

Seven of the nine residence halls are staffed by live-in Residence Hall Coordinators (RHC's) and student Resident Advisors (RA's) who also reside in the residence halls. Each RHC is a full-time professional and is responsible for the overall day-to-day operations and programming for the living area. A substantial portion of the RHC's time is spent planning and coordinating educational, cultural, and social activities, responding to emergencies, counseling, responding to building and maintenance needs, and serving as a resource person to the Hall Council, RA's, and residents.

Mandatory Housing

All freshman and sophomore students whose permanent residence is outside a 30-mile radius of Charlotte are required to reside in the residence halls. Students living in the city of Charlotte are usually assigned at a later stage to give out-of-state students a priority.

Room Furnishings

All of the residence hall rooms are furnished with beds, mattresses (and mattress covers as appropriate), desks, dressers, chairs and blinds. All of the furniture in the room must remain in the room. The University will hold students liable for any furniture removed from the room or any damage to the furnishings beyond usual wear and tear.

Public Area Furniture

Each public lounge in the residence hall is furnished for the use of all residents. As such, all furniture must remain in the lounges. Also, room furnishings provided by the University are not to be removed from the rooms. Removal of any of the furnishings from their assigned locations, including lounge furnishings moved into a student's room, is considered theft of University property, and the student(s) involved will be referred for judicial action.

Common and Public Area Damage/Collective Fee Policy

There are specific acts of damage or vandalism that occur in the residence halls for which the responsible party cannot be identified. The University has a collective fee policy for assessing vandalism and other damage charges. If the responsible party is not established within a specified period of time, the cost for repair or replacement of the area or item vandalized will be divided equally among all residents of the affected area. A minimum charge of $5.00 will be assessed for damage to common areas or to the room. The students will be notified of the charge, and payment must be made within ten days to the Office of Residence Life. Failure to pay damage fees will result in loss of housing, and other penalties may apply. Prior to assessment of damage fees, every effort will be made to identify the parties responsible for the damage, including hall meetings and announcements on the bulletin boards. Excessive damage may also result in the loss of housing.

Health and Safety Inspection

The purpose of the health and safety inspection is to ensure that each student's room, all common spaces, and public areas of the residence halls are in reasonably clean condition, and that all terms associated with the safety regulations and policies of the University are being met. These inspections are conducted at least twice per month.

University officials may enter a student's room during the period of occupancy for the purpose of inspection. Residence Life staff will inspect the general condition of the room, which includes closets, appliances, extension cords, ceilings, and wall hangings. Violations will be noted and called to the attention of the student. Serious violations or failure to remedy the condition may result in loss of housing and other penalties may apply.

During the room inspection, hall staff will look for such violations as presence of pets and animals, excessive dirt, open food containers, overloaded outlets, alcohol and drug containers and paraphernalia. The inspection will be visual in order to ensure the student's privacy during the inspection. However, items seen in the room that are in violation of the Residence Life policies will be confiscated, and such items will not be returned to students until the end of the term.

Electrical Appliances and Outlets

Due to overloading of electrical circuits, the total wattage of all electrical appliances in use at any one time should not exceed 1800 watts. Electrical appliances with heating coils are not permitted. Irons are permitted, but students are asked to refrain from ironing in their rooms due to safety and damage concerns.

Electrical surge protectors are recommended for students who bring their own personal computers. Electrical appliances must be UL-approved and in good working condition. Any multi-plug outlets must have surge protectors.

LAUNDRY AND CLEANING SERVICES

Coin-operated washers and dryers are located in all of the residence halls on campus. Students who reside in the Honors College pay a fee each semester for the use of laundry facilities in the Honors College Center. The University assumes no liability for lost, stolen, or damaged items.

TELEPHONES

General Information

Telephone service is available in residents' rooms in all of the residence halls. The University provides local telephone service. Long distance service is available through the use of calling cards provided by the University's vendor or student's choice. Students are responsible for all services and charges they incur. The University assumes no liability for payment to any local or long distance carriers. Unauthorized use of telephone credit cards and/or access codes and cards is in violation of University regulations and local, state, and federal laws. Students charged with such violations will be referred for University judicial action.

Students should use their room or hall phone numbers as their on-campus telephone numbers. University office telephones are for business use only and should not be considered as the student's personal telephone numbers.

Further, University offices assume no responsibility for getting telephone messages to students except in case of verified emergency. For emergency purposes, students should advise concerned parties to contact Campus police at 378-1003.

Policies

The University provides, in conjunction with a local carrier, local telephone service to residential students. The cost for this service is reasonable, and access to telephones is provided as a convenience to students, their parents, and the University community. All students who reside on campus are encouraged to subscribe to local telephone services.

It is the policy of Johnson C. Smith University to take disciplinary action and appropriate legal action against students found guilty of making fraudulent telephone calls, theft of telephones, and/or abuse of telephone privileges.

The cost for telephone service is added to the housing fee and is automatically included on the student's account. Each occupant of the room is individually responsible for all telephone charges, including long distance calls, incurred by the telephone number assigned to their room. Students are advised that University policy prohibits the making of fraudulent telephone calls, theft of telephones, and/or abuse of telephone privileges.

Johnson C. Smith University seeks to provide efficient and effective telephone service to students. As such, the following policies are in effect:

1. Johnson C. Smith University will provide local telephone service capability for each student residing in the residence halls. The cost of local service is included on the student's account.

2. The student assumes full and complete responsibility for installing the instrument into the telephone jack provided, and for service to and care/maintenance of the instrument assigned to him or her.

3. The student agrees to accept full personal and financial responsibility for all calls—local and long distance—placed to and from his or her telephone number and to or from any third party location at which the student's telephone number is used.

4. The student accepts total responsibility for all contracts, negotiations, obligations, invoices, communications, etc., relative to payments of bills and fees for telephone service, and for the care and maintenance of same, and the student may not obligate or construe to obligate the University in any way.

5. The student accepts full responsibility for the care of the instrument and is liable for any destruction, loss, theft, or damage to the telephone instrument purchased or rented from the University or from any other supplier. Equally, any request, negotiations, contracts, etc.,—financial and otherwise—for service, repair, and/or replacement will become the sole obligation of the student.

6. The Office of Residence Life reserves the right to deny telephone service to students and to prohibit the installation of certain types of telephone equipment in the student's room if it is deemed that such installation may present a safety or security hazard to any resident of the facility or to the facility itself; is in violation of any local, state, or federal laws; as a result of the student's failure to pay prior telephone charges; and/or if the student has made fraudulent calls in the past.

7. The University in no way intercedes on behalf of the student, local carrier, long distance service provider, or any third parties in the collection of regular, past-due, or delinquent payments or accounts for non-payment of same. All transactions, financial and otherwise, must be resolved between the student and the long distance service providers, or the student and any other third parties.

8. Students desiring local telephone service must contract for same through the University or its designated local carrier; such service is not available through other telephone service providers.

Housing During School Closings and Vacations

Residence Halls officially close during Christmas holidays and at the end of the spring semester. All students are required to vacate their rooms during these periods.

Room fees do not include these vacation periods. Any students remaining on campus during vacation periods without authorization will be referred for judicial action.

Since the University does not permit students to remain in the residence halls when school is not formally in session, students are not permitted access to the residence halls after closing. Also, the University is not responsible for items left in students' rooms.

If a student is unable to go home during the break, he or she must take the responsibility of arranging off-campus temporary accommodations. Because of time constraints necessary to prepare for succeeding obligations, late check-outs are not allowed. Residents will be assessed a $25.00 per day charge for late check-outs at the end of the Fall or Spring semester. Early check-ins are not permitted. Students who return early are responsible for securing their own off-campus accommodations until their day of check-in. No exceptions please.

As a general rule, residence halls close within 24 hours of the last final exam and by 6:00PM on the day of the last class period before holidays and breaks. Closing and opening dates and times will be posted in advance, and all students must conform.

Illness/Crises

If a student becomes ill during a time when the Health Center is not open or when they otherwise experience a crisis, the student should contact the Resident Advisor on the floor or the Residence Hall Coordinator responsible for the residence hall. All RHC's are on duty in the evenings unless it is their day off. His or her name should be posted in the office of each residence hall.

Repairs

Students should report all needed repairs to their RA's or RHC's. They should not attempt to make repairs themselves. The RA and RHC are responsible for reporting the concern to the Facilities Department and coordinating the repair.

For other problems, report as follows:

1. Vending machines: Work-study student or Resident Advisor who will notify proper persons.
2. Laundry facilities: Residence Hall Coordinator or the Office of Residence Life (8:30 a.m.-5:00 p.m.) at (704) 378-1099.
3. Housekeeping cleaning equipment: Resident Advisor or Residence Hall Coordinator.
4. Telephone service: Resident Advisor or the Help Desk
5. Mail service: University Post Office

JCSU Facility Damage/Cleaning/Replacement Cost

The following list represents those items for which residents are commonly billed. All costs are approximate amounts, with final fee arrangements contingent upon extent of damage and cost to repair. Some cost represent prorated charges. Replacement or repair may not occur unless the full actual cost assessed to the student(s). Cost listed in parentheses is approximate costs may not reflect actual cost to be billed to the student. Depending upon the type of facility you live in, some items may not apply to you.

Berry Hall	**Carter Hall**
Duke Hall	**Greenfield Hall**
Honor's College	**Liston Hall**
Myers Hall	**New Residence Hall**
Sanders Hall	**Smith Hall**

Keys:

Key replacement (no core change) 35.00
Key replacement (core change) 75.00
Repair door lock set . . . . . (cost of repair)

Bath:

Ceramic toilet top 19.50
Soap dish 3.50
Sink 75.00
Shelves (re-change) 10.00
Shower curtain 5.00
Shower curtain rod 15.00
Toilet paper holder 5.00
Toilet seat 20.00
Towel bar 10.00

Doors:

Door stop (kick down) 15.00
Door stop 8.00
Door number plate 10.00
Closet door . . . . . .(cost of repair)
Closet door (re-hang) min. 10.00
Door closure . . . . . .(cost of repair)
Doormat 50.00
Eye viewer 10.00
Hole through door . . . . . .(cost of repair)
Missing door latch plate . . . . . .(cost of repair)
Sliding glass door blinds . . . . . .
Sliding glass door handle . . . . . .
Interior exterior . . . . . .(cost of repair)

Bedroom:

Bed frame . . . . . .(cost)
Bookshelves 60.00
Desk (cost) 150.00
Desk chair . . . . . .(cost)
Desk drawer . . . . . .(cost)
Desktop 25.00
Mattress 80.00
Mattress torn 10.00
Mattress cover 7.00

Furniture:

Couch 600.00
Couch cushion 60.00
Furniture burn/stain 20.00
Furniture finish/scrape 50.00

Fire Equipment:

Broken fire alarm . . . . . .(cost)
Fire extinguisher 35.00
Fire extinguisher refill 20.00
Fire extinguisher glass 10.00
Fire alarm pull station glass 10.00
Fire extinguisher box 35.00

Fire extinguisher cover 20.00
Smoke detector (replace) 100.00

Lighting:
Ceiling light cover . . . . . .(cost)
Ceiling light glove . . . . . .(cost)
Complete light fixtures 55.00
Desk light 50.00
Light switch (replace) 5.00
Missing light bulb 1.00
Re-hang light globe 5.00

Miscellaneous:
Bed frame (improper storage in hall) 25.00
Cable connector plate 12.00
Carpet (cigarette burns) per burn 15.00
Ceiling per tile 15.00
Door key broken 5.00
Fire exit sign 45.00
Floor tile (per square feet replaced) 1.00
Floor tile minimum 10.00
Molding (per section) 10.00
Phone jack 10.00
Wiring repair labor . . . . . .(cost)
Outlet cover plate 5.00
Wire-glass (door panel) . . . . . .(cost)
Retrieval of contact lens or jewelry from drain 10.00
Remove furniture w/o notice 50.00

Refinish:
Bed drawer 15.00
Book shelves 30.00
Closet door 50.00
Exterior door . . . . . .(cost)
Interior door . . . . . .(cost)
Wood furniture . . . . . .(cost)

Paint Work-Plaster repair additional:
Apartment entire . . . . . .(cost)
Closet door (1 slide) . . . . . .(cost)
Den/L.R. (suite) . . . . . .(cost)
Front door (2 slides) . . . . . .(cost)
Hall (suite) . . . . . .(cost)
Room 100.00
Living room (apt.) . . . . . .(cost)
Suite (entire) . . . . . .(cost)
Ceiling (room) . . . . . .(cost)
Paint scratch pulled off wall 1″ tear 5.00

Plaster Work-Cost per Item:

Pinhole	1.00
1/8 inch nail hole	2.00
Thumb size hole	10.00
Mark on wall (per)	5.00
Tape tear in paint finish	5.00
Dent in wall (1 sq.)	15.00
Any lg. Plaster work (approx.) per 1″ sq.	15.00

Window Equipment:

Blinds (bedroom/window)	35.00
Blinds (vertical/patio)	120.00
Blind slat (each)	5.00
Blind wand (each)	5.00
Curtain rod	(cost)
Curtain rod (re-hang)	(cost)
Glass	(cost)
Screen	20.00
Screen (sliding glass door)	44.00

Thefts and Losses

The University does not assume any responsibility for loss of, damage to, or theft of students' personal property anywhere in the residential facilities, whether by fire, theft, or otherwise for the direct or consequential damages arising from the loss of, or any interruption of, any utility service provided by Johnson C. Smith University or any other person or organization in connection with residence services. The student assumes all risk of all such loss. Many family homeowners' insurance policies provide coverage for the students' belongings at school. Residents may wish to consider purchasing additional insurance if their families' policies do not cover their belongings on campus.

Incidents of theft should be reported to both the Office of Residence Life and the Campus Police promptly.

Withdrawal from University/Cancellation of Housing

Students who withdraw from the University must have their rooms inspected by a member of the residence hall staff for that building. Any student leaving University housing at any time other than at the end of Fall or Spring semester must complete a cancellation form in the Office of Residence Life. For students who may have paid a housing deposit, it will be forfeited as a result of failure to complete the terms of the Housing Agreement.

Housing Application and Agreement

Housing for students is provided in University operated student residence halls. An individual must be admitted to the University before an application for housing can be accepted. The housing application must be

renewed each year. Enrolled students must be registered for a minimum of twelve (12) hours in order to live in a residence hall. During the specified period of renewal of housing application, the student is expected to review the"Housing Application and Agreement"and, if he or she desires housing and concurs with the terms and conditions, to review and sign the housing application. Signing the agreement constitutes an agreement by the student to comply with the terms and conditions accompanying the housing assignment. (For more specific information, the student should refer to the Housing Application and Agreement.) Notification of approved housing is provided on the Student Housing Assignment form sent to the student.

Students whose financial accounts are not up to date, and/or whose health and immunization records are incomplete, may not participate in the hall selection process.

The application for housing cannot be processed until the student has submitted the $250 non-refundable room reservation fee. The room reservation fee is not applied to the student's cost of room and board and is **not** refundable under any circumstances. **It is not a deposit.** Students are required to pay the $250 room-reservation fee **each year** in order to secure their room in the residence hall.

Housing assignments are made on the assumption that the student will report to the University to claim his or her room at the time designated and reside in the room for the duration of the semester. The new student who does not report to claim his or her room by 5:00PM on the first day of Orientation, or the returning student who does not check into his or her assigned room by the prescribed deadline, will be considered a "no show,"and his or her assignment will be canceled immediately. The student who fails to claim his or her assignment or to cancel his or her housing will be charged an additional $100.

Keys

Keys assigned to residential students are the property of the University and must not be duplicated, transferred, or shared. Students are responsible for the cost of replacing lost keys and their accompanying locks. Keys must be surrendered when the student checks out of the residence hall, withdraws from school, vacated his or her room, or otherwise leaves the University.

Off-Campus Housing

Since sufficient space is not always available to accommodate all students desiring to live on campus, some students may find it necessary to seek housing elsewhere. Such arrangements should be made prior to one's arrival. The Office of Residence Life maintains a list of housing alternatives in the community. The University assumes no responsibility for the condition of such housing, terms of accommodation, supervision,

security, etc., however, efforts are made to evaluate the suitability of off-campus housing resources included on the roster.

Quiet Floors/Quiet Hall Policy

The Office of Residence Life provides residence halls environments that respond to the varied needs and interests of residents. The special lifestyle floors and/or halls address the concerns of students and places residents together in a quiet living environment. These floors/halls have been established to provide residents with the opportunity to live in a quiet environment that is highly conducive to both study and sleep.

Quiet floors/halls exist as controlled areas with special quiet hours guaranteed by the residence hall staff. While residents of these areas have access to the same programs and services as other students, they must abide by the quiet hours policy. They must respect the studying needs of other residents and assist in promoting an atmosphere that fosters academic excellence.

Guidelines for Quiet Floors/Quiet Halls

Quiet Hours: 24 hours (7:00PM Sunday through 8:00AM Friday)

Courtesy Hours: all other times

Stereos, televisions, radios, etc. shall be played at a reasonable level with the door closed so as not to disturb other residents. At the beginning of the school year, the floor staff will explain what is considered to be a reasonable level.

Residence hall relocation may be appropriate or required to move to another room, residence hall, or residence area because of a resident's lace of willingness to live within the rules of his/her present residence hall community. This sanction will be recommended in situation where the judiciary board or hearing administration feels the individual would benefit from a change of environment in order to conform to acceptable group living standards.

Overnight visitors

A guest is defined as a non-resident in a residence hall who has a current resident as a host. All overnight guests must be registered at the front desk and be of the same gender as the host. Overnight guests are not allowed to stay more than two consecutive nights without special permission from the Residence Hall Coordinator.

All overnight visitors must register with the Residence Hall Coordinator in advance and receive permission to stay on campus overnight. Overnight visits by children under the age of twelve years are never permitted except in unusual situations and then only with the permission of the Director of Residence Life and the concurrence of the Vice President for Student Affairs.

Coed Visitation

Coed Visitation is defined as the time during which members of the opposite sex are allowed to visit in students' rooms and residence halls.

STUDENT ACTIVITIES

GETTING INVOLVED

There are many opportunities at Johnson C. Smith University for student involvement. Student organizations, lyceum programs, intramurals, lecture series and residence hall programs are but a few of the many ways students may get involved at the University.

The college experience is more satisfying and rewarding when the student is able to pursue his or her interests and demonstrate his or her talents and skills. While participation in extracurricular activities does challenge the student's already limited schedule, by combining academics and other interests, the student actually becomes more disciplined in managing his or her time. Participation in extracurricular activities also helps the student develop and cultivate lifelong leadership skills.

Students who wish to participate in activities, join an organization, pursue special interests, or assist in the planning of campus events should contact the Director and/or staff of student activities, a member of the Golden Bull Activities Committee, or an officer or adviser of the respective organization.

CO-CURRICULAR TRANSCRIPT

The Office of Student Activities implements a service available for all JCSU students – a co-curricular transcript, which will be a part of the student development curriculum here at the University. This transcript will: (1) document the co-curricular involvement, honors and achievements the student has accomplished outside the classroom; (2) document students' personal skills such as public speaking, community involvement, and organizational leadership; (3) assist students in becoming more marketable for graduate school admissions and prospective employment; (4) increase students' knowledge of campus services and how they can help; and (5) learn how to identify the skills students are learning from their participation in co-curricular activities.

PLANNING STUDENT ACTIVITIES & EVENTS

The student activities staff is responsible for helping plan and coordinate the University's activities. The Student Government Association has a major interest in the provision of campus-wide activities and events through both direct sponsorship and allocations to other organizations, all of which are involved in the development of the activities program. Also, the *Golden Bull Activities Committee* and the Lyceum committee have

specific responsibility for working with the Office of Student Activities in planning annual programs and events for the University.

Golden Bull Activities Committee

The *Golden Bull Activities Committee* (GBAC) assists the Office of Student Activities in identifying, planning, implementing and evaluating cultural, social, educational and entertainment activities for students. The committee is comprised of students who are interested in program planning and implementation. Along with the chair, the group consists of several committees including: social, entertainment, publicity, and cultural - all of which are expected to meet weekly to plan, explore ideas, and assess student interest in proposed projects.

Programs sponsored by GBAC include: movie nights, recreational game nights, lunchtime live music series, recreational tournaments, comedy shows and musical concerts.

Lyceum Series

The Lyceum Series, administered by a committee representing a cross-section of the University, sponsors artists, entertainers, guest lecturers and other individuals who are recognized as being able to contribute positively to students' education growth, leadership, and sense of social responsibility. Funds for the Lyceum series are generated through student fees, and students are urged to provide input regarding speakers, artists, educators, and others whom they would like to invite to the campus.

Faculty/staff members and students who serve on the Lyceum committee are appointed by the President. Together, they plan a comprehensive program of co-curricular activities and evaluate the effectiveness of Lyceum activities. Faculty is instrumental in promoting student participation in the Lyceum Program and in ensuring that it complements classroom activities.

MEETING ROOMS AND FACILITIES

As a service to students and to promote student involvement, the University maintains facilities, which students may use in conducting the business of their organizations. Educational functions and activities shall not be hindered or disrupted by persons or organizations that have no legitimate reason for being on the campus. University facilities are to be used in accordance with established rules and regulations governing their use. Students are responsible for the behavior of their guests on the campus and are urged to use discretion and sound judgment when inviting persons to the campus.

The Director of Student Activities has responsibility for approving all reserved meeting rooms and facilities for student organizations. Special events and conferences are coordinated by the Coordinator of Conferences and Special Events; however, student organizations are

expected to plan conferences and special events through the Director of Student Activities along with the respective advisor.

Reserving University Facilities and Space

Student organizations requesting use of facilities must obtain the approval of the Director of Student Activities/Student Union. They are also expected to comply with all of the following regulations:

1. Reservations for meetings must be made at least two days in advance in order for activities to receive proper publicity and accommodations;

2. Cancellation of space should be made to the Coordinator of Conferences and Special Events at least 24 hours in advance of the beginning of the scheduled event;

3. Individuals and organizations on campus that schedule use of University facilities are responsible for making arrangements for any necessary foodservice and should consult with the Director of Food Service;

4. Posters, decorations, displays and the like, are not to be attached to the walls of meeting rooms or other facilities without permission from the Director of Student Activities/Student Union;

5. Conference rooms are available Monday through Saturday from 9:00AM until 10:30PM, and on Sunday from 4:00PM until 10:30PM;

6. Seating arrangements for meetings and dining should be specified at the time the request for space is made;

7. Priority for use of the Student Union meeting rooms and facilities shall be given to registered campus organizations. Organizations that are not registered with the University are prohibited from reserving space in the Union and in other University facilities, unless otherwise authorized by the Director of Student Activities/ Student Union;

8. Request for meeting rooms, displays, and special arrangements must be made by first obtaining the appropriate forms and available dates from the Coordinator of Conferences and Special Events. These forms must be submitted to the Director of Student Activities/Student Union for approval in order to secure the facility and date for the event;

9. Individuals and organizations may request facilities for regular meetings or other activities as early as one semester in advance;

10. As much as possible, the Director of Student Activities will adhere to room assignments as confirmed; however, the Director reserves

the right to change assignments should conditions require it. Consideration will be given to room size, estimated attendance, and special equipment needed. Organizations or individuals will be consulted before room assignments are made, and all such changes will be properly announced;

11. Individuals or organizations assigned use of facilities are responsible for leaving the facilities in clean and orderly condition and for return of any special equipment; they will be assessed a fee or become subject to losing their privileges for use of such facilities if they fail to comply with this regulation;

12. Individuals or organizations who consistently cancel reserved space or who do not cancel in advance of a scheduled activity that is no longer being held, will lose their privileges to use University facilities for a specified period of time;

13. The Director of Student Activities/Student Union reserves the right to cancel any reservations where the proposed activity conflicts with policies, rules, and regulations of the University;

14. Individuals or organizations given permission to solicit in the Union will be limited to use of the area provided near the west entrance of the Union unless other special arrangements are made; and

15. A fee may be assessed for use of certain facilities, which require special arrangements, such as floor coverings for dances in the gymnasium, extra security, and so on. Payment for such services must be made in advance directly to the Coordinator of Conferences and Special Events.

STUDENT UNION

The University Memorial Union is a community center for the campus, fostering social, recreational, cultural, educational, and individualized interest activities. The Union provides activities for the development of responsible group participation and avenues for social interaction, creative use of leisure time, and cultivation and expression of varied student interests.

The Union houses offices of the Student Government Association, Office of Student Activities, meeting and conference rooms, video arcade area, Cafeteria, Snack Bar, Post Office, Bookstore, University Health Center, Office of Conferences and Special Events, Student Media Office, and student leadership center.

Information concerning campus events and activities may be obtained from the Office of Student Activities. This office serves as the campus clearinghouse, providing current information about events, and scheduling such activities on the campus.

This office is also responsible for registering all student organizations annually, confirming advisors, reviewing and recommending policies governing student organizations, and providing assistance to organizations in sponsoring activities.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is recognized as the official governing body of students at Johnson C. Smith University. SGA helps to recommend policy, resolves student grievances, provides input about various issues at the University, and participates in disciplinary procedures. The SGA president serves as a full-voting member of the University's Board of Trustees. All students of Johnson C. Smith University are members of SGA. SGA offices are located on the lower level of the University Memorial Union.

The mission of SGA includes: fostering greater unity among students; establishing an effective liaison with the administration and faculty; and upholding high standards of scholarship and citizenship in the University community.

The purposes of SGA are:

1. To serve as a medium for the expression of student opinion in the formulation of University policies;
2. To assist University personnel in the coordination of student organizations and activities;
3. To provide experience in the skills of democratic citizenship;
4. To help plan and coordinate recreational, social and cultural activities;
5. To support the observances of University policies and regulations;
6. To assist University officials and student organizations in fundraising efforts.

SGA serves as the official voice through which student opinion is expressed. Students are able to gain experience and training in responsible political participation and in the development of leadership skills. All students are encouraged to take an active role in SGA.

The Director of Student Activities serves as advisor to the Student Government Association.

SERVICE ORGANIZATIONS

An important goal of the educational experience is to enhance social consciousness and help students respond affirmatively to human needs and conditions. Service clubs and organizations provide an avenue on the campus through which students may achieve these objectives.

SPECIAL INTEREST CLUBS AND ORGANIZATIONS

Diversity among the student body suggests a correspondingly varied array of talents, skills and interests. Special interest clubs, organizations, and groups provide students the opportunity to enhance their skills and talents and to display them in ways not always afforded in the classroom. They also provide an important contribution to the life of the University community.

ACTIVITY ORGANIZATIONS

Opportunities for students to develop and display their skills are available through various organizations, some of which are listed below:

Bull Yearbook
Golden Bulls Pep Squad
Cheerleaders
JCSU Marching Band
Freshman Class Council
JCSU Student News Newspaper
Residence Hall Associations

RELIGIOUS ORGANIZATIONS

The college experience provides an opportunity for the students to assess and develop their own value system. Traditional beliefs and values may be questioned and challenged. Religious organizations provide students an opportunity to discuss and explore their beliefs and views in a supportive and non-threatening environment. Further, such organizations enable students to continue their own personal practice of religious devotion, fellowship, and worship. Although Johnson C. Smith University is affiliated with the Presbyterian Church, USA, through its Board of Christian Education, no student is denied admission based on his or her religious beliefs.

FRATERNITIES, SORORITIES, AND SOCIAL FELLOWSHIPS

Historically, Greek-letter organizations have assumed an active role in contributing to the cultural, scholastic, political, service, and social life on campus, as well as providing leadership opportunities for students. At Johnson C. Smith University fraternities, sororities, and social fellowships are involved in educational programs, community service, and leadership development. In addition, they provide a strong bond of friendship among their membership.

Fraternities, sororities, and social fellowships are expected to comply with regional, national, and institutional regulations governing their respective organizations, as well as those established by the campus National Pan Hellenic Council. Further, they are required to adhere to the published rules and regulations governing student organizations.

Goals and Objectives

The University supports and assists fraternities, sororities, and social fellowships and considers them an essential part of campus life. However, it is expected that such organizations will comply fully with the goals, mission, and purpose of the University.

The following goals and expectations apply for all fraternities, sororities, and fellowships on the campus:

1. Uphold academic standards and objectives;

2. Provide education to its members so as to foster respect for human worth and dignity, as well as for the beliefs, attitudes, and the individual personalities of others;

3. Provide training programs that stress leadership both on the campus and in the community;

4. Assume individual and group responsibility for the efficient operation and management of the organization, free from fear coercion and consistent with democratic principles;

5. Maintain sound financial responsibility and operations through budget management, accurate bookkeeping and periodic review;

6. Provide needed service to the campus and community and serve as a"good neighbor";

7. Make social, cultural, and intellectual contributions to the University through activities offered by the University and the fraternity, sorority, or social fellowship. Promote responsible social behavior and self-discipline, and uphold a system of discipline for the organization; and

8. Promote effective programming on the campus by offering a balance of educational, social, and service activities.

Eligibility for Membership

Prospective members must be in good academic, financial, and social standing with the University (i.e., must not be on academic or disciplinary probation or have their account in arrears) and must have at least a 2.50 cumulative grade point average. The University's academic standards supercede those imposed by the national organizations. Students whose indebtedness to the University is overdue, in arrears, or in default will not be permitted to join a fraternity, sorority, or social fellowship. Also, a student may be denied membership in a fraternity, sorority, or social fellowship if he or she commits an act which results in his or her being placed on disciplinary probation or given a more severe sanction during the period he or she is being considered for membership.

At least two weeks prior to the time students are allowed to become members of the fraternity, sorority, and social fellowship, the President of the fraternity, sorority, or social fellowship is responsible for submitting to the Office of Student Affairs, in writing, the names, campus addresses, and the campus and home telephone numbers of all prospective members. The Associate Dean of Students shall be responsible for verifying the academic, financial, and disciplinary status of all prospective and new members, and no students is eligible for membership until the Associate Dean of Students with the approval of the Assistant Vice President for Student Affairs/Dean of Students, has certified the student's eligibility with respect to grades and conduct. Further, no activities with or for prospective members may begin prior to the approved dates for membership intake for the organization, as stipulated by the Assistant Vice President for Student Affairs/Dean of Students. All prospective members may be required to participate in a Membership Intake Class conducted by the Office of Student Affairs prior to the start of the membership intake process. The President of the fraternity, sorority, or social fellowship is responsible for ensuring that all prospective members meet eligibility requirements before initiating any new-member activities. The Office of Student Affairs will officially verify all prospective members' status with the University.

It is the responsibility of the prospective student member to confirm eligibility and status of a fraternity, sorority, or social fellowship in which he or she desires membership. Questions regarding the eligibility or status of an organization should be referred to the Office of Student Affairs.

Fraternities, Sororities, and Social Fellowships Expelled from the University

From time to time a fraternity, sorority, or social fellowship may be expelled from the campus due to violation of a University or organization's regulations. When this occurs, students are prohibited from wearing or displaying on the campus clothing, paraphernalia, or other items bearing the name, insignia, or other identifying characteristics of the organization that has been expelled.

Little Sister/Little Brother Organizations

Johnson C. Smith University prohibits organizations traditionally referred to as little sister or little brother organizations, such as Omega Pearls, Kappa Sweethearts, Sigma Doves, Alpha Angels, Que Ts, etc. Accordingly, caps, t-shirts, and other clothing and paraphernalia making reference to little sister and little brother organizations are prohibited on the campus of Johnson C. Smith University.

Hazing

Johnson C. Smith University defines hazing in accordance with North Carolina law (refer to Standards of Conduct, Section 14) and takes every

measure to eliminate hazing on and off the campus, up to and including expulsion of fraternities, sororities and social fellowships, as well as their individual members from the campus if they are found responsible of hazing. Further, the University will seek swift University disciplinary action and civil and criminal prosecution against any organization or its members found responsible of hazing. Penalties may also apply to persons who observe hazing but do not report it to the appropriate University officials. Hazing is prohibited in all activities both on and off the campus, including privately owned facilities and property.

Incidents of hazing should be reported to the Assistant Vice President for Student Affairs/Dean of Students, Associate Dean of Student, Director of Campus Police, or Director of Health Services.

Activities for New and Prospective Members

The Office of the Assistant Vice President for Student Affairs/Dean of Students works closely with chapter officers and the national offices of fraternities, sororities, and social fellowships to develop constructive, positive member-education programs. Accordingly, each chapter is required to submit to the Office of Student Affairs, prior to the start of the new membership intake period, a written, comprehensive member-education program, which must include the following:

1. Participation of the organizations President in a six (6) hour seminar on ethics and leadership.

2. Date that the informational session will take place. No activities are to occur with prospective members before this time.

3. Dates on which new and prospective members are tested on the history of the fraternity, sorority, or social fellowship.

4. List of all activities designed to promote the new or prospective member's academic achievement.

5. Description of campus and community service projects planned by the fraternity or sorority to benefit the University, the local community, or philanthropy.

6. Date that the entire membership intake process will end.

The new and prospective membership period is approved by the Assistant Vice President of Student Affairs/Dean of Students. Prior to the beginning of the membership intake period, the organizational president, all officers of the fraternity, sorority, or social fellowship involved in the membership intake process and the chapter adviser may be required to participate in a Membership Intake Training Session sponsored by the Office of Student Affairs. This session will specify the University's policy on hazing, the definition of hazing, and the penalties for members and organizations found responsible of hazing. Organizations not represented by their organizational president, membership intake leaders and chapter

adviser at the Membership Intake Training Session will not be permitted to participate in membership intake that semester. Also, at the conclusion of the session, the president and organizational officers will be required to sign a statement signifying that they understand the University's definition of hazing and agree to abide by all policies regarding hazing. Further, each chapter will be required to adopt a statement that prohibits hazing; this statement, which must be signed by all active members of the fraternity, sorority, or social fellowship, is due in the Office of Student Affairs **prior** to the initiation of any new-member activities.

Procedures for Establishing New Chapters

Any fraternity, sorority, or social fellowship desiring to colonize at Johnson C. Smith University must petition to the Executive Cabinet of the Student Government Association at least six months prior to the date the organization desires to become active. The petition, if approved by SGA, must be submitted to the Assistant Vice President for Student Affairs/Dean of Students at least three months prior to the date the organization wishes to become active on the campus. The organization is not allowed to participate in any activities without the permission of the Assistant Vice President for Student Affairs/Dean of Students. No fraternity, sorority, or social fellowship may induct new members during its first year on the campus as a registered fraternity, sorority, or social fellowship without permission from the Assistant Vice President for Student Affairs/ Dean of Students.

Judicial Procedures

Fraternities, sororities, and social fellowships charged with violation of the guidelines of the organization or the National Pan Hellenic Council, shall be subject to the judicial procedures of the University. Specifically, they come under the jurisdiction of the University Judicial Board and have appeal rights to the Associate Dean of Students and the Assistant Vice President for Student Affairs/Dean of Students. Violation of the University's Standards of Conduct will be referred directly to the Associate Dean of Students for disciplinary hearing and action.

Care of University Property

No fraternity, sorority, social fellowship, student organization, or other group shall paint, stencil, mark, write, or make any markings on trees, sidewalks, curbs, streets, or any University property without first obtaining written authorization and approval from the Assistant Vice President for Student Affairs/Dean of Students and the Director of the Physical Plant.

Also, fraternity, sorority, and social fellowship plots are the property of the University and , as such, members of the organizations cannot bar other individuals from crossing, walking, sitting, or standing on a plot bearing the name of a fraternity, sorority, or social fellowship. Organizations that hold activities of any kind on plots bearing their

names are responsible for removing brooms, tools, books, and other items from the plots upon the conclusion of the activity. Failure to do so will result in judicial action for the organization and/or, as appropriate, for individual members.

Pan-Hellenic Council Fraternities, Sororities, and Social Fellowships

Eight of the nine National Pan-Hellenic Council fraternities, sororities, and on social fellowship organization are recognized on the campus of Johnson C. Smith University.

Fraternities	Sororities	Social Fellowship
Alpha Phi Alpha	Alpha Kappa Alpha	Groove Phi Groove
Kappa Alpha Psi	Delta Sigma Theta	Swing Phi Swing
Omega Psi Phi	Sigma Gamma Rho	
Phi Beta Sigma	Zeta Phi Beta	
Iota Phi Theta		

REGISTRATION OF STUDENT ORGANIZATIONS

The following procedures will assist current and prospective student organizations in registering and maintaining eligibility on the campus.

Organizational Changes or Amendments

Any change or amendment to the nature or purpose of the organization as originally approved must also be approved by the Director of Student Activities/Student Union, the Assistant Vice President for Student Affairs/Dean of Students, and the Associate Dean of Students. A current copy of the proposed changes and constitution must be on file in the Office of Student Activities/Student Union and the Office of Student Affairs.

Advisor Roles & Responsibilities

The role of the faculty or staff adviser is a unique and essential one. It is essential for the student organization and the respective faculty or staff adviser to be cognizant of the roles and responsibilities of the adviser and to be fully aware of the University's expectations of faculty and staff in their roles as advisers to student organizations.

All student organizations must have at least one qualified faculty or staff adviser. Only University faculty or full-time professional administrators or staff may serve as primary advisers to student organizations. Persons who are not members of the faculty or staff who have special interests or talents may serve as secondary or additional advisers to various student organizations with the approval of the Assistant Vice President/Dean of Students. Such persons may not serve as major or primary advisers to student organizations, however.

Establishing a New Student Organization

Student organizations represent an important part of the educational growth processes. When groups of students seek to organize and associate with one another in a structured group on the campus and with use of University facilities and resources, that is the first step for establishing a new organization. All registered organizations are accorded the same privileges and are bound by the same regulations and sanctions.

Any new student group may apply for University recognition by submitting the following documents to the Director of Student Activities/ Student Union and the Executive Cabinet of the Student Government Association:

1. Registration form provided by the Office of Student Activities;

2. A typewritten copy of the proposed or current constitution, which should include the following information:
   a. Name of organization;
   b. Statements of the organization's purpose;
   c. Membership eligibility requirements;
   d. Officers, listed by title and function;
   e. Statement of terms of office, and time and method of election;
   f. Frequency of meetings;
   g. Statement of any dues, including amount and frequency of collection;
   h. Statement that the organization will not discriminate against any persons for reasons which are illegal, such as race, sex, religion, or national origin; and
   i. Provision for disposition of funds should the organization be dissolved.

3. A current copy of the constitution and by-laws from the local, state, or national organization with which the petitioning organization is affiliated, and

4. The adviser consent form, signed by the adviser(s).

Terms of Registration

Existing and new student organizations are required to register annually with the Office of Student Activities and must comply with the following guidelines:

New Organizations

A petition for establishing a new organization may be denied for one or all of the following reasons:

1. If the statement of purpose or the proposed activities are illegal under local, state, or federal law or do not conform to University regulations;

2. If the organization would, in the opinion of the Chief Officers for Student Affairs or Executive Committee of the University, constitute a clear and present danger to the continued operation of the University; and/or

3. If the purpose and goals of the organization are determined not to be congruent with the purpose and goals of the University.

Previously Existing Organizations

An updated list of registered organizations is prepared each semester by the Office of Student Activities. Organizations are required to complete the official registration form each year in order to become registered. An organization may be denied registration if any of the following apply:

1. The organization does not show a reasonable amount of activity or progress in promoting the ends and purposes specified in its constitution or as exhibited by its membership, meetings, and other activities;

2. The organization violates University regulations, including those governing student organizations, or local, state, or federal laws; or

3. The organization does not comply with the terms under which it was registered, or its purposes and goals are determined not to be congruent with the goals and purpose of the University.

Student Organization Regulations & Sanctions

This policy sets forth the rules governing the conduct of student organizations and also sets forth the sanctions that may be imposed on student organizations for violations of University rules and regulations. The primary responsibility for the supervision and administration of the conduct of student organizations resides in the Office of Student Activities.

Individuals who join together as a student organization to share common interests and purposes also collectively share a responsibility to themselves, their organization and the University. They must ensure that members acting individually or as a group reflect favorably upon the University community. Organization leaders bear a special responsibility for ensuring that constituents recognize and embrace these values in carrying out the organization's mission. An organization cannot ignore or escape its responsibility for the actions of its members.

Principles of Responsibility

Every student organization has the obligation to take all reasonable steps to prevent any infraction of University rules, state laws, and federal laws resulting from or related to the activities of the organization. This obligation is applicable to all members of the organization. Members should be aware that their conduct may result in the sanctioning of the entire organization and themselves as individual students.

In making the determination relative to whether an organization will be held responsible for the acts of its members, all factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, student organizations will be held responsible for the acts of their members when those acts emanate from or are in any way connected to the life of the organization. The types of conduct for which the organization will be held responsible include, but is not limited to, the following:

1. Members of the organization acting in concert violate a University regulation;

2. A violation of a student regulation arises out of an organization-sponsored, - financed, or – endorsed event;

3. An organization member(s) has knowledge of the potential for a violation of University regulations before it occurs and fails to take corrective action;

4. A violation of a University regulation occurs on the premises owned, leased, or operated by the organization;

5. A pattern of individual violations of University regulations is found to have existed without proper and appropriate organization control, remedy, or sanction;

6. The organization, or members of the organization, provide the impetus for a violation of University regulations;

7. Hazing;

8. Interference with University activities or activities by other organizations or persons;

9. Poor academic performance; and

10. Discrimination.

Sanctions and Penalties

The following disciplinary sanctions may be imposed upon student organizations when they have been found guilty of violating conduct regulations. All sanctions may be imposed either individually or in combination. Disciplinary sanctions are imposed for the purpose of holding student organizations accountable for their actions and the actions of their guest(s), whether on campus or at any organization-sponsored function.

1. **Expulsion.** This means the permanent revocation of the organizational recognition from the University without any recourse to reapply for recognition. Any organization that is expelled must comply with the following:
   a. cease all organizational activities;
   b. vacate any appointed or elected office;

c. surrender balances of all organizational funds received from the Student Government Association; and
d. vacate office or housing space assigned by the University from the date of the notice of revocation (this also includes removal of fraternity, sorority, and social fellowship plots).

2. **Suspension of organizational recognition.** This means the denial of rights and privileges of a recognized organization for a designated period of time. Permission to apply for reinstatement for recognition as a student organization may be granted with or without qualifications. Any greek-letter organization/social fellowships that are suspended may not conduct membership intake during the semester immediately following their suspension. Any organization whose recognition is suspended must comply with the following:
   a. cease all organizational activities;
   b. vacate any appointed or elected office;
   c. surrender balances of all organizational funds received from the Student Government Association; and
   d. vacate office or housing space assigned by the University from the date of the notice of revocation (this also includes removal of fraternity and sorority plots); and
   e. Members must refrain from wearing or displaying clothing, paraphernalia, and other items bearing the name, insignia, replicas, etc. of the organization that has been suspended.

3. **Disciplinary probation.** This period of review and observation during which a student organization is under an official warning that its misconduct was very serious. Subsequent violations of University rules, regulations, or policies could result in a more severe sanction, including suspension or revocation.

   During the probationary period, a student organization is deemed "not in good standing" with the University and may be subject to one of any combination of the following conditions and/or restrictions:

   a. denial of the right to represent the University;
   b. denial of the right to maintain an office or other assigned space on University property;
   c. denial of the privileges of:
      (1) receiving or retaining funding;
      (2) participating in intramural activities;
      (3) sponsoring any social event;
      (4) sponsoring any speaker or guest on campus;
      (5) participating in any social event;
      (6) co-sponsoring any social event or other activity
      (7) membership recruitment or intake; and
      (8) use of University facilities.

4. **Warning.** This is an official rebuke making the misconduct a matter of record in University files for a specified period of time. Any further misconduct could result in additional disciplinary action.

5. **Restitution/Fines.** The organization may be ordered to make restitution when the organization has engaged in conduct injurious to property (individual, group, or University) for which monetary damages can compensate. Restitution may be in the form of financial payment, community service, or other special activities designated by the Associate Dean of Students. Additional fines may be assessed as penalty amounts.

Disciplinary Procedures

The Associate Dean of Students will investigate all allegations of student organization misconduct. The investigation will include interviewing those individuals with information about the incident and meeting with the appropriate officers of the organization. If deemed necessary, the Associate Dean of Students may refer the case to the University Judicial Board or convene an ad hoc panel for a hearing on the matter.

If the case is referred for a judicial hearing, a hearing will be conducted by the University Judicial Board or an ad hoc panel, unless the student organization waives its right to the hearing. The notice of the judicial hearing, the procedures of the hearing, and the appeal process will follow the same procedures as described for violations of the *Standards of Conduct.* If the student organization waives its right to a judicial hearing, the appropriate sanction will be imposed.

A faculty or staff member who agrees to serve as an adviser to a student organization accepts, thereby, the responsibility for encouraging the organization in meeting its aims and purposes in accordance with University policy. Also, faculty advisors should be aware of the following:

1. All University policies and regulations as they relate to student organizations;
2. The constitution and purposes of the student organization to which they serve as advisor;
3. The activities, projects, and programs of the organization;
4. Any policy or program decisions or other action taken at meetings at which the advisor is not present.

The adviser is required to be present at all activities of the organization, including social activities such as dances, or otherwise make arrangements with a faculty or staff member to be present in the advisor's stead.

Student Organization Meetings

Student organizations are encouraged to hold their meetings on campus. University facilities are available to organizations for this purpose. Meetings should be conducted in an orderly fashion, and members

should also comport themselves in accordance with the Standards of Conduct. Meetings, which are open to the public, should allow opportunity for discussion by those present as time permits.

Deadlines for Sponsoring Events

The University prohibits any student organization activities from being held during the last week of classes and during the week of final examinations. Exceptions must be cleared by the Director of Student Activities.

Guidelines For Scheduling Off-Campus Events

All student organizations that sponsor events off the campus must schedule the event through the Director of Student Activities. Approval will be withheld for all social activities. However, special consideration may be given for formal events. In the event that a formal function is approved, the organization, its members and their guests must comply with all University policies and procedures. By exercising its right to schedule events for campus organizations, whether on or off campus, the University does not expressly or implicitly give sanction, approval, control of, or involvement in, the event held by the campus organization on the approved date(s).

Student Transportation to Off Campus Events

Faculty and staff advisor sponsoring student travel and trips off the campus are required to complete a "Travel Authorization" form (available from the Office of Student Affairs) and file the completed form and roster in the Facilities Office at least a week prior to departure. The form must include the names of the advisor and/or sponsor, as well as the name(s) and driver's license numbers for all drivers.

All students participating in University activities off the campus, including field trips must read and by their signature indicate that they have read and agree to the "Waiver of Liability and Assumption of Risk" form. Signatures must be obtained for each separate trip.

In the case of personal accident occurring during an activity off the campus, the injured student should refer to the information on his or her Student Health Insurance card. The incident should be reported to the Campus Police office as quickly as possible.

Alcoholic Beverage/Drugs

University policy prohibits the serving, consumption, sale, possession, or display of alcoholic beverages or containers, and illegal drugs, by any student or student organization on University-owned property or at University sponsored or supervised events. Student organizations sponsoring social affairs or activities are responsible for informing their guests of these regulations and are also responsible for the general decorum of their guests. It is an expectation that students will exercise sound judgment and discretion when inviting off-campus persons to the campus.

Officers of Student Organizations

The names of new officers to student organizations must be sent to the Director of Student Activities within five (5) days after their election. Failure to do so may result in the restriction of campus activities. Officers are responsible for scheduling and coordinating the campus events which their organizations sponsor. Moreover, officers are responsible for making appropriate reservations and arrangements for the use of facilities as determined by the Director of Student Activities and, as appropriate, the Coordinator of Conferences and Special Events.

Membership Eligibility and Records

Only full-time students of the University may be voting members of student organizations, except where members of the faculty or staff serve as members of the organization in accordance with the purpose and structure stated in the constitution. The organization must maintain accurate membership records, which must be submitted to the Office of Student Activities. Officers must be registered as full-time students at the University and maintain at least a 2.5 grade point average. Officers must be in good disciplinary standing, as well. Non-student membership in the organization is limited to members of the University faculty or staff, although alumni or former students may become honorary members in some organizations. Student organizations are prohibited from electing or retaining as an officer or committee chairperson any student who is on academic or disciplinary probation.

Student Organization Accounts

All organizations not affiliated with a local, regional, or national organization are required to establish and maintain an on-campus financial account in the University Business Office. All transactions must be completed through the use of a requisition. All proceeds, including those from fundraising activities, must be deposited to the on-campus account via a transmittal form. Vouchers will be used to advance petty cash to the organization on an emergency basis. Payments for goods and services will be made from requisitions submitted to the Business Office. All transmittal forms must bear the signature of the adviser, treasurer and president of the organization.

LEADERSHIP OPPORTUNITIES

The University offers dozens of opportunities for students to gain leadership skills and training that will be beneficial to their post-undergraduate experience.

Daniel J. Sanders Leadership Development Program

The *Daniel J. Sanders Leadership Development Program* – named after the first African American elected as President of the University – was originally designed to educate students about the history of African American

leadership. The mission of the *Program* is to enhance and develop JCSU students, through specially designed programs that include leadership disciplines – such as community involvement, educational achievement and cultural awareness and appreciation.

The various goals are that students: (1) will gain a conceptual knowledge of leadership for academic and professional development; (2) will increase their understanding of effective organizational management and group dynamics; (3) will have an opportunity to be involved with collaborative partnerships with the Charlotte community.

There are four program levels – the *Pilot* Program, the *Emerging Leader* Program, the *Paraprofessional* Program and the *Community Leader* Program. Each level is designed for students to achieve various competencies and skills.

Among the important skills gained through the Program, participants will also receive newsletters with resourceful leadership information and tips; be able to indicate participation in a leadership institute on their co-curricular transcript; become certified in leadership; assess your individual leadership style through the Leadership Practical Inventory (LPI); have an opportunity to network with high profile regional leaders.

INTRAMURAL/RECREATIONAL SPORTS PROGRAM

The Intramural/Recreational Sports Program, under the direction of the Intramural Coordinator, provides and opportunity for students not participating in intercollegiate athletics to engage in supervised competitions with other students, faculty, staff and their immediate family. The University currently offers the following intramural/recreational sports activities: flag football, volleyball, swimming, basketball, billiards, ping pong, softball, 3-on-3 basketball, open gym and kickball. Competing teams consist of the following organizations: residence halls, fraternities, sororities, clubs, and independent teams. Most facilities, equipment, and other resources used for intramural come under the auscpices of the Department of Health and Physical Education and the Department of Student Activities. Jack S. Brayboy Gymnasium serves as the center for most intramural activities; others are held in the University Memorial Union, in residence halls, and in open areas on the campus.

Recreation Facilities

The neighboring community and the city of Charlotte provide numerous leisure and recreational facilities and activities. The University itself offers facilities and resources that enable students to participate in a variety of activities. Facilities are open to students who present a valid ID card and are available at no additional cost.

Indoor and outdoor facilities and equipment are available on the campus and are under the supervision of the Intramural/Recreation Sports Program. The program exist primarily to serve the following categories of students and needs:

a. Health and Physical Education/Sports Management majors and minors;

b. To satisfy General Education requirements for non-majors;

c. Athletic teams in football, basketball, tennis, golf, volleyball and softball;

d. Intramural/Recreational Sports program

Jurisdiction and establishment of policies governing the use of such facilities and equipment rest with the Department of Health and Physical Education and the Intramural/Recreation Sports Program. Guidelines for use of facilities and equipment are designed to help students obtain and use the department's resources for campus and community activities. These published guidelines have been carefully prepared by coordinators of the respective areas and from student suggestions. Guidelines governing the use of recreational facilities may be reviewed in the offices of the Chairperson of the Department of Health and Physical Education, Director of Athletics and the Intramural/Recreational Sports Program Coordinator.

Gymnasium

The gymnasium contains one regulation-size basketball court, with six adjoining basketball goals. Six individual basketball floors are accessible for use when the bleachers are fully retracted. This area is used for special events, dances, and other sports activities.

Swimming Pool

The swimming pool is located on the lower level of the gymnasium. It is 25 yards in length and 14 yards in width, with depth ranges from three to ten feet. There are four entrances with ladders to the pool, six lanes, starting blocks, and one diving board. The pool accommodates a maximum of 150 persons.

Weight Room

The weight room is located at the south end of the gymnasium. It contains the following equipment for use by students, faculty, and staff: Universal weight machines (leg press, sit-up/push-up bench, shoulder press, pulley chins, arm curls and posture rows); free weights (dumbbells of 2 to 200 pounds, and barbells from 25 to 200 pounds); bench press; leg extensions and curl machines; back arch, swimmers flutter kick, and chest stroke machine; head and neck machine; incline benches; bicycle; and six mirrors.

Training Room

This facility is located in the gymnasium basement. It houses a whirlpool bath, heating pads, two tables, storage cabinet, and a heating lamp. The area is used primarily by athletic teams. An athletic trainer must be present to supervise the room when it is in use.

Shuffleboard Courts

The indoor shuffleboard courts are located in the gymnasium and are adjacent to the basketball floor. There are two sets of courts for play, with dimensions of 52 feet in length by 6 feet in width.

Football, Track and Field Area

The football stadium, track and field area is located on Summit Avenue behind the athletic building.

Tennis Courts

The University has restored the tennis courts, which includes six asphalt courts with nets, benches, ball holders, umpire stands, and a scoring area. The courts will be used principally by the tennis team and for classes and tournaments.

Outdoor Basketball Courts

Two outdoor basketball court areas are on campus: one next to the tennis courts, and the other on west campus adjacent to Duke Hall. The outdoor basketball courts next to the tennis courts area consists of 1 full courts and 1 half court asphalt area (or 3 goals) while the west campus area consists of four goals and 2 cemented courts and are used for free play by students, faculty and staff and the public.

Other Outside Areas

The Office of Student Activities/Student Union has jurisdiction over the grounds to the rear of the gymnasium. This area houses plots for the Greek-letter organizations. Consequently, organizations seeking use of the these areas for special events such as picnics, bonfires, horseshoes, etc., must adhere to procedures for obtaining and using indoor facilities and obtain approval from the Director of Student Activities/Student Union.

STUDENT SUPPORT SERVICES

Success through Motivation and Skills Development

The Student Support Services program (SSS) is designed to provide students with opportunities for academic development to assist with basic college requirements and serves to motivate students towards successful completion of their college education. The goal of Student Support Services is to increase retention and graduation rates of its participants and help students with the process of making the transition from one level of higher education to the next. Students who take advantage of the program enjoy one-to-one attention and advisement with staff and peer tutor/mentors. Other programs and services are include:

1) **Academic Advising** - to assist in the selection of appropriate classes;

2) **Personal and Academic Counseling Support** - to include study skills, workshops, personal and self improvement seminars;

3) **Individual Tutoring** - to provide comprehensive assistance with coursework;

4) **Peer Mentoring** - to activate a support network for academic and personal needs;

5) **Cultural/Educational Enhancement Activities** - to assist in personal, educational and social development;

6) **Community Service Learning** - to provide opportunities to give back to community through various service projects, credits for service activities is coordinated through the Office of Service Learning;

7) **Career and Graduate School Exploration** - to assist students declaring a major and to encourage and promote graduate and professional studies;

8) **Disability Services** - to provide assistance to students who may need special accommodations.

Target groups served by the program include entering college freshmen who are low-income and/or first generation college students with academic needs (i.e., neither parent has earned a bachelor's degree), and students with disabilities. To receive services, eligible students interested in participating in the program should contact the SSS Office to request/complete the SSS Information Data Form and Individual Student Development Plan.

STUDENT DISABILITY POLICY

Johnson C. Smith University is committed to providing equal educational opportunities to all students and assisting students in making their college experiences successful and positive. The Center for Teaching and Learning and Student Support Services serves the special needs of students with disabilities. Individuals requesting services should provide documentation of their disability from their physician or other professional. The information should be forwarded to the Disabilities Office. Prospective students are encouraged to visit the campus and schedule a meeting with the Disabilities Services Coordinator and the Director of Health Services.

It is the policy of Johnson C. Smith University to provide equal access and reasonable accommodations for its students with disabilities participating in, attending, or benefiting from University-sponsored programs and activities.

Definition

Johnson C. Smith University defines disabilities in the following manner:

A disabled person is anyone who (1) has a physical or mental impairment which substantially limits one or more such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment.

The term physical or mental impairment includes, but is not limited to speech, hearing, visual and orthopedic impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, diabetes, heart disease, mental retardation, emotional illness, and specific learning disabilities, such as perceptual handicaps, brain injury, dyslexia, minimal brain dysfunction and developmental or aphasia.

UPWARD BOUND

The Upward Bound Program is a pre-college preparatory program designed to assist high school students in (a) raising their high school grades, (b) determining their career goals, and (c) participating in a program of study and academic enrichment activities aimed toward skill-building and personal growth so that they will enroll in and graduate from institutions of post-secondary education.

The target groups served by the program include high school students who are low-income and/or potential first-generation college students (i.e., neither parent has earned the bachelors degree), and who have the potential for success in a post-secondary program, would likely not gain admission to or successfully complete college due to inadequate preparation and/or underachievement. Students may enter the program in the summer prior to their freshman year and continue through the summer immediately after high school graduation.

Upward Bound includes a curriculum designed to develop competencies in basic academic skills, creative thinking, effective expression, and positive attitudes toward learning, which are needed for post-secondary educational success. Also included are tutorial services, comprehensive counseling and recreational and cultural activities to help students succeed.

Recently, the Upward Bound Program expanded with the development of a Math and Science Center. This center serves an additional 50 students and focuses on preparing these youth for math and science majors and careers.

The Upward Bound office is located in the Office of Trio Programs.

STUDENT SERVICES AND GENERAL POLICIES/PROCEDURES

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY

All general computer labs are monitored and maintained by work-study students, student technology assistants, technical support assistants, are team leaders and part-time professional staff serving as shift supervisors. Students and part time professionals will be hired by and report to the Director of the Student Technology Assistants Plus Program.

Fall/Spring Operational Hours

Operational hours are subject to change during the summer, holidays and finals.

Biddle Hall
8:00 a.m.-11:30 p.m. (Mon.-Thurs)
8:00 a.m.-4:30 a.m. (Fridays)
12:00 p.m.-5:30 p.m.(Saturdays)
2:00 pm.-9:30 p.m. (Sundays)

McCrorey Hall 119
9:00 a.m.-6:00 a.m. (Mon-Thurs)
9:00 a.m.-4:30 (Fridays)
Closed Weekends

TC 109
5:00 p.m.-9:45 p.m. (Mon.-Thurs.)
Closed Weekends

SHA 201
9:00 a.m.-11:30 p.m. (Mon-Thurs)
9:00 a.m-6:00 p.m. (Fridays)
*Open weekends only as backup lab only to support Biddle overflow. Otherwise this lab is closed on weekends.

Residence Halls (LI<MY<SA)
Open 24 hours (Staffed 7:00 p.m.-12:00 a.m.)

EDU 114
9:00 a.m-5:00 p.m.(Monday-Fridays)

Access

All students are required to sign in and out when using the computer facilities. Students must also leave his/her student identification card with the lab STA on duty. Students without a valid identification card will not be allowed to use the facilities. Faculty, staff, and alumni are permitted to

use the labs. However, students have priority. Children are not permitted to use the computer lab facilities, unless they are involved in a University sponsored program.

Usage

Students may use the computer labs for typing papers, browsing on the Internet, class assignments, and email. Although games software are installed, students are not permitted to use the lab facilities for playing games or chatting.

Generally there is a two-how limit per student during high peak work periods. This is effective only when the labs are full. When labs are full usage is prioritized according to the following: senior/class research papers, class, and email. The STA on duty will notify students when the two-hour limit is in effect.

Computer Usage Tips

Formatting a diskette

When formatting a diskette double click the mouse on the My Computer icon on the desktop. The My computer window will open. Then right click on the 31/2 Floppy (A:) icon. Scroll down the list of options and click on format. The formatting for the A drive window will open. Finally click on the start button at the bottom of the window and the formatting will begin.

Surfing the Net

From the desktop, double click on the Internet Explorer or the Netscape icon. If there is no Internet Explorer icon click on the Start button, to Programs then find Internet Explorer or Netscape on the list and click on it.

Microsoft Office

This application is used for papers, spreadsheets, presentations, and databases. To access the application click on the appropriate icon.

MS Word: Word Processing program used for papers, sighs, letters, memos MS Excel: Spreadsheet program for budgeting, graphing & accounting MN PowerPoint Presentation program used to create on screen presentations and transparencies. MS Access: Data Base Program used to store information such as accounts MS Outlook: A desktop management program used to schedule events and electronic mail.

Faculty Initiated Computer Assignments

Faculty initiated computer assignments should not be assigned without first contacting the Director of Student Technology Assistants Plus Program or Director of Information Services to discuss the nature of the

assignment and to determine that we have the resources necessary to support this academic initiative. Student Technology Assistants must be made aware of the impending assignment so that they will be prepared to assist where necessary.

Saving Documents

All students are strongly encouraged to bring with them a usable High Density 3.5 inch diskette to save their work. Students are allowed to save on the hard drive of all Windows NT workstations, however a diskette is as a backup.

Printing

Only one copy of a document per student, faculty, and staff is allowed to be printed using the computer lab facilities. Individuals should conduct a spell check and print preview before printing.

Printing off the Internet is limited to only three pages unless special permission is given by the student technology assistant on duty. If the information is more than three pages, the individual must copy past in MS Word then print. **Failure to comply to this policy may result in a surcharge of $.10 per page.** This policy is to encourage paper conservation and efficient use of printing resources.

Software

All general computer laboratories consist of the following standard software available for students, faculty and staff to use on a Windows NT/95 operating system:

Microsoft Office 97 (Word, Excel, Power Point, Access, Outlook)

MS Exchange
MS Photo Editor
Internet Explorer
Netscape
SPSS
Common Space
McAfee Virus Scan
Front Page 98
Winframe
Real Player
Lotus Notes

Installation of software of the list above is prohibited.

JCSU INTERNET USAGE INFORMATION

Internet access to global electronic information resources on the World Wide Web is provided by the University to assist users in obtaining work-related data, research, and technology. The following guidelines have been established to help ensure responsible and receptive Internet usage.

All internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the

University's property and, as such , is subject to disclosure to law enforcement or other third parties. Consequently, users should always ensure that the information contained in Internet email messages and other transmissions are accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain al all times the property of the University. As such, the University reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening & harassing, intimidating & or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to: sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying & or distribution of copyrighted, trademarked, or patentee material on the Internet is expressly prohibited. As a general rule, if a student or employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet Students and employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

To ensure a virus-free environment no files may be downloaded from the Internet without running the virus scan program McAfee.

Abuse of the Internet access provided by the University in violation of law or computer policies will result in disciplinary action, up to and including: Suspension for students or termination of employment for employees. Students and employees may also be held personally liable for any violations of this policy. The following behaviors are example of previously stated or additional actions and activities that are prohibited and may result in disciplinary action,

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using & or disclosing *someone* else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission *sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violation copyright law
- Failing to observe licensing agreements

- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Passing off person views as representing those *of the* organization
- Sending anonymous e-mail messages
- Playing *video* games
- Online chatting
- Engaging in any other illegal activities

For questions, comments, or concerns call the Help Desk at ext 1398

E-mail

E—mail addresses are available for all JCSU students, faculty, and staff. Addresses for students may be obtained through the Help Desk in EDU 105. Once you receive your e-mail address, it is imperative that you change your password on a Windows NT workstation. Student Technology Assistants will be available to assist you in process.

SAMPLE

Microsoft Internet Explorer

Go to: **msmailLjcsu.edu/exchange/ogon.asp**

Log On: tstewart

BASIC AUTHORIZATION
USER NAME: jcsu/tstewart
PASSWORD:****

e-mail address: tstewart@jcsu.edu

Once accounts are accessed and messages are checked, it is important to remember to log off the system and exit the browser.

Conduct

Loud talking or rude behavior will not be tolerated by anyone using computer labs. Failure to adhere to this policy may result in the individual being asked to leave. If individual refuses to leave, Campus Police will be contacted to escort the person away from the lab. In addition charges will be filed in the Office of Student Affairs and the individual may lose his/her lab privileges.

No Food and Drinks in the Computer Labs

Eating nor drinking is not permitted in the computer lab facilities. This also applies to student technology assistants and team leaders.

Help Desk

A help Desk has been established to offer assistance to administrators, faculty, staff and students that are having difficulty with computer or technology usage.

Operational Hours

Monday-Friday 9:00 a.m.-5 p.m.

Phone Ext. 1398

Student Technology Assistants Duties and Responsibilities

- Report to assigned location according to schedule
- Assist students, faculty, staff or alumni with computer usage upon request
- Report problem machines to supervisor.
- Ad paper to printers.
- Maintain a quiet atmosphere.
- Make sure that individuals sign in and out.
- Collect identification cards upon signing in and return them when signing out.

- Keep an hourly count of students using the computer labs through the use of the sign in/out logs and recording the number on a computer daily usage report.
- Enforce all rules and regulations of the computer labs.
- Close and make sure that all computers are logged off.
- Carry out any additional assignments given by Coordinator of Academic computing or Director of Information Services.
- Change the ink cartridges.

For further information regarding the general computer labs, please call the Office of Academic Computing/Student Technology Services at 330-1399 or Information Services at 378-1071.

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Acquired Immune Deficiency Syndrome (Aids) and other illnesses associated with infection by the Human Immunodeficiency Virus (HIV) are world-wide threats to health. College students are susceptible to contracting HIV or AIDS if they do not exercise proper precautions. Educational and informational programs are offered by the University to educate students about this pandemic and way in which they can protect themselves.

HIV the virus that causes AIDS, is primarily contracted through:

1. Sexual contact, either anal or vaginal, with an infected person;
2. Sharing needles for inject able drug use, tattooing, ear and body piercing with an infected individual;
3. Perinatal transfer of the virus from an infected mother to her unborn child; and
4. Direct contact with blood or other body fluids.

The intent of this policy is to ensure that individuals identified as having a positive antibody to HIV, -related illness, or AIDS will not be discriminated against at Johnson C. Smith University. However, the University reserves the right in making necessary reasonable adjustments to practice policy without arbitrarily denying anyone's rights in the interest of the safety and health of the University community.

It is important for the entire University community to be protected from unnecessary risks. There, proper protective measures and universal precautions will be adopted as are deemed reasonable and based upon the latest medical scientific research.

The University proposes to educate and communicate the most current information regarding HIV/AIDS to students, faculty, and staff through workshops, presentations, training sessions and educational literature. The Counseling and Testing Center, the University Peer Educators, the Office of residence Life, the health Center and the Health and Physical Education Department will assist in providing information on HIV and AIDS to the University community. If the needs of a person with AIDS or HIV exceed what the University can provide, he or she will be referred to an outside agency. The University will make HIV/AIDS hotline numbers available to persons who seek answers to ongoing questions. The number may be requested from the Division of Student Affairs, the University Health Center or the Counseling and Testing Center.

The University has appointed a task force to address issues relating to HIV/AIDS. The task force will avoid adopting a blanket policy regarding individuals with HIV or AIDS but will make recommendations to the administration on a case-by-case basis, applying the most current medical and legal information available on the issue.

Guidelines concerning the handling of confidential information and accommodations for students with AIDS related illness or a symptomatic HIV infection will follow the general standards recommended by the Center for Disease Control and Prevention. University officials are aware that statutes protect all confidential medical information and that any unauthorized disclosure may create legal liability. However, it is necessary under North Carolina law for attending physicians to notify the Department of Public Health of any new AIDS cases.

ANIMAL AND PET POLICY

Except for Seeing Eye dogs, no pets or animals are permitted on the Johnson C. Smith University campus.

Bookstore

The Johnson C. Smith University Bookstore exists primarily to provide resources, materials, and supplies to students in completing course requirements. It centrally and conveniently located on the lower level of the University Memorial Union. In addition to educational materials and supplies, students may also purchase toiletries, stationery, athletic clothing, jackets, postcards and souvenirs.

Bookstore hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. However, hours are extended for the first week of each semester as a convenience to students.

CAMPUS CLOSING

From time to time the University finds it necessary to close the campus due to weather emergencies, fire, police crises, or other situations. In such

instances, students are required to follow announced procedures. In general, students who must evacuate their buildings will be required to congregate in a designed area and to remain in that area until instructed otherwise by University, law, and fire department officials. Students will be restricted from moving about the campus, and vehicular traffic will be prohibited except for persons with official university parking decals. Failure to follow the directions of University officials will result in disciplinary action.

CAMPUS POLICE AND SECURITY

The University maintains a safety and security program through the Office of Campus Police to safeguard persons and property in the campus community. Campus Police respond to calls in any situation where the safety or security of a member of the University community is threatened, including incidents involving unauthorized visitor, prowler, and disturbance of the peace. Such incidents should be immediately reported to Campus Police, and University Officials should be promptly notified as appropriate.

Campus Police officers are authorized to take necessary measures to ensure effective and efficient performance of their duties. Students must give proper recognition to Campus Police staff as authorized and duly deputized officers of the University. Failure to comply with Campus Police or other University officials acting in their official capacity, constitutes a violation of the University's standards of conduct and will subject the student to disciplinary action.

The Campus Police office is located on the lower level of Biddle Hall.

DISABLED STUDENT SERVICES

Johnson C. Smith University is committed to providing equal educational opportunities to all students and assisting students in making their college experiences successful and positive. The Center for Teaching and Learning serves the special needs of students with disabilities. Individuals requesting services should provide current documentation of their disabilities. Individuals requesting services should provide current documentation of their disability from their physician or other professional. The information should be forwarded to the Center for Teaching and Learning. Prospective Students are encouraged to visit the campus and schedule a meeting with the Dean for Teaching and Learning and the Director of Health Services.

It the policy of Johnson C. Smith University to provide equal access and reasonable accommodations for its students with disabilities participating in, attending, or benefiting from University sponsored programs and activities.

Definition

Johnson C. Smith University defines disabilities in the following manner.

A disabled person is anyone who (1) as a physical or mental impairment which substantially limits one or more such person's major life activities; (2) has a record of such impairment; of (3) is regarded as having such an impairment.

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DRESS GUIDELINES

The University dress guidelines, stipulated as follows, is mandatory for all formal University events including, but not limited to, formal dining events, pageants, and those which, when announced, indicated that the dress guideline is enforced. Students who fail to comply with the dress guideline will be denied admission to the event.

Men:	Suit, or pants and dark jacket. Dress shirt and tie. Dress shoes and socks
Women:	Dress or dressy skirt and blouse. Dress shoes and hosiery

Shirts/tops must be worn at all times while in public or common areas of the University. Attire must not display obscene, profane, lewd, illegal, or offensive images or words. Dress must be in good taste and appropriate for the occasion or setting. Sleepwear shall not be worn while in public or in common areas of the University or at University-sponsored activities or events. The exception is for residence hall fire drills and other evacuation warnings.

EMERGENCY PROCEDURES

Students should review and familiarize themselves with the following emergency procedures in order to safeguard their health and welfare during a campus emergency.

Medical Emergency Procedures

A. For situations that are life threatening:

1. Call 911 if immediate attention is needed, and complete the following:

Identify oneself as a member of the JCSU faculty, staff, or student body;

Identify exact location of victim; and

Describe the situation, giving victim's name, description or illness of injury, and other information requested by dispatcher.

2. Contact Campus Police and give the following information:

   Identify one self and give location;

   Identify victim by name and other descriptive information as requested;

   Campus Police will call 911 to confirm validity of previous call and as a back up to make sure the first call was received and is valid;

   Campus police will direct paramedics or other emergency care provider to the scene of the medical emergency.

3. Apply multi-media first-aid if necessary and request assistance.

4. Contact the Health Center if during operating hours and comply with the following:

   Identify one self and give location of emergency:

   Identify victim, giving name and other information requested;

   Describe the situation; and

   Call 911 as backup if the situation warrants off-campus emergency medical attention.

5. Notify the Residence Hall Coordinator.

6. Health Center nurse will to the scene to provide assistance.

7. Health Center staff members will remain with the victim until paramedics Health Center personnel, or other medical care provider arrives.

8. Health Center staff member will complete an Emergency Referral form and give to victim (if a student) in need of medical attention.

9. Residence Hall Coordinator or Resident Adviser will file an incident report to the Student Affairs Office and to the Residence Life Office no later than 9:00 the following workday.

B. For non-life threatening medical situations, the Health Center Staff members, Residence Hall coordinator, Resident Adviser, other staff member contacted will do the following:

1. Go to the scene of the accident, injury, or incident;
2. Assess the situation; and
3. Render Assistance.

C. For non-life threatening medical situations. The individual should:

1. Contact the Health Center id during normal hours of operation; if after hours of operation, contact the Resident Adviser, Residence Hall Coordinator, or Campus Police;
2. Identify oneself, the victim, and give location;
3. Describe the situation and provide other information requested; and
4. If ambulatory, go to the Health Center during hours of operation. If the individual is not ambulatory, a member of the Health Center staff will go to the scene of the incident during normal hours of operation. Otherwise, the Residence Hall Coordinator on duty or Campus Police should be contacted to respond, assess and advise.

D. Miscellaneous Procedures

1. If a life threatening or emergency situation occurs when the Health Center is closed, the victim should be taken to the Mercy Hospital Emergency Room or another Emergency Room or another local hospital by cab. As much as possible, a staff member or student should accompany the victim;
2. Staff member should complete and sigh the Cab Voucher so that the victim may be transported by cab to and from the hospital;
3. Staff member should also complete the emergency referral form and give it to the student prior to departure to the hospital, if time permits. If there is not sufficient time to complete the referral form, the staff member should contact the hospital and give notice that the student is being referred and is en route;
4. In case of emergency, the Campus Police office may contact the Director of Health Services by telephone or beeper during hours that the Health Center is not in operation;
5. The Health Center should be notified by 9:00 a.m. the following morning, and documentation should be submitted to the Office of Residence Life and Student Affairs on the appropriate Incident Report form not later than 9:00 a.m. the following workday regarding any student who has received emergency medical attention during the night.

6. All Residence Hall Coordinators will be trained in multi-media first-aid and be able to utilize these skills as needed.

7. Each residence hall will be equipped with a first-aid kit.

Fire Emergencies

Upon Discovery of Fire:

1. In the event of fire, move toward the nearest designated fire/emergency exit and activate the alarm system. Activation of the system will signal the Fire Department and sound an evacuation alarm throughout the building.

2. If possible, without risking individual safety, isolate the fire by closing doors in the vicinity.

3. University housing occupants should use good judgment in any attempt to extinguish fire. In case of small trash fires, use the appropriate fire extinguisher to extinguish the blaze. Ask the Residence hall Counselor specifically about the firefighting equipment and procedures in your area. Report all missing and/or damaged fire extinguishers to the Resident Adviser or Residence Hall Coordinator.

   In case of fire of an electrical appliance, cut off the power only if it is safe to do so. Then extinguish fire using ABC dry chemical fire extinguisher. (Never use water on electrical fires!)
   If you encounter extreme heat and/or smoke, do not attempt to fight the fire. The accumulation of toxic smoke alone is deadly.

4. When firefighters arrive, information about the type of fire, its location, and any possibility of persons entrapped by fire should be reported to the incident commander.

   Unless the firefighter authorizes you to assist in evacuation or handling firefighting equipment, go to your designated evacuation area and remain there until the fire fighters give permission to return to the building.

Evacuation When Alarm is Sounded

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the state fire marshal.

1. When the alarm sounds, close any open window in your room, if possible, take a damp hand towel and flashlight with you in case you encounter smoke or darkness along the evacuation route.

2. If your room door is closed, do not open it until you feel the surface. If there is heat or thick smoke present, remain in your room and wait for assistance. Open the windows if breathing

becomes difficult. Do not break the windows, as this may help spread smoke into your room. Your room door will provide some protection as long as it remains closed. If there is no heat present, open the door slowly and leave the room, going out through recommended fire evacuation routes. Avoid smoke at all times. If necessary, change from one stairwell to another to avoid passing through the smoke.

3. Upon leaving the building, go to your assigned area, and remain there until you are given permission to return to the building.

   The evacuation area shall be at least 50 feet from the building. Roll call will be taken and confirmed to the fire department commander at the scene. Residents are to remain orderly and in designated areas until instructed by Residence Life staff, Fire Department, local authorities, or Campus Police to return to their building.

   It is suggested that if residence hall staff is not present, the first student on a hall to discover a fire or hear the alarm will assume responsibility and order immediate evacuation of the building.

   Staff members must investigate, as best as possible without endangering their welfare, to determine whether there is a fire.

4. Campus Police should be contacted and notified that the fire alarm has been activated.

5. If it has been determined that there is a fire, the Fire Department will be contacted (911) immediately, followed by the Director of Residence life and the Vice President for Student Affairs.

Bomb Threats

When the fire alarm is activated, the building must be evacuated immediately.

Evacuation when Alarm is Sounded

The same procedures for evacuation in fire emergencies must be followed in evacuation following a bomb threat (see "Fire Emergencies" on the previous page).

Weather Emergencies

If the fire alarm is activated, the building must be evacuated immediately.

Evacuation when Alarm is Sounded

The dame procedures for evacuation in fire emergencies must be followed in evacuation following a weather-related emergency (see "Fire Emergencies" on the previous page).

Weather-related Closing, Delayed Opening

Based on impending or existing weather conditions, the President or his/her designee will make the decision whether to close the University, delay opening, or evacuate the campus. In making this decision, the President will consult with appropriate University and weather officials regarding existing or impending weather conditions.

If the decision made to close, delay opening, or evacuate the campus, the President shall notify the Director of Public relations, who will apprise the Vice Presidents. It is the responsibility of the Vice Presidents to notify the appropriate officials within their respective Divisions.

Media Announcements

The following television and radio stations will be contacted by the Director of Public Relations as to the decision to close the University, delay opening, or evacuate the campus.

WSOC-TV, Channel 9	WPEG-FM, 97.7
WBTV-TV, Channel 3	WGIV-AM, 1600
WPCQ-TV, Channel 36	WCKZ-FM, 102

Other broadcast media shall also be contacted; however, the above stations will serve as the University's primary reporting media. Faculty, staff, and students are advised to tune in to one of the stations indicated above to obtain official information. When possible, television and radio stations will be notified no later than 6:00 a.m.

ENERGY CONSERVATION

To reduce energy consumption, the University has initiated several energy conservation measures. University students and personnel are urged to turn off lights when their use is not needed. Only Physical Plant personnel are authorized to adjust thermostats in campus buildings except in designated residence hall. Students should not open widows to adjust the temperature in air-conditioned buildings but should contact the Physical Plant Office to correct the problem. The Physical Plant Office is located in the white building to the rear of Berry hall.

FIRE SAFETY POLICIES AND REGULATIONS

Prevention

Johnson C. Smith University students are required to abide by regulations prescribed by the state fire marshal and the Johnson C. Smith

University Campus Police and Physical Plant Offices. Appropriate disciplinary measures will be administered to protect persons and property form fire

1. Tampering with firefighting equipment when no emergency exists endangers occupants and damages property. Any person suspected of sending a false fire alarm will be referred to the Assistant Vice President for Student Affairs/Den of Students for appropriate judicial action.

2. University housing foyers, stair landings, and hallways will be kept clear of unauthorized items such as furniture, curtains, bicycles, and storage containers. No items may be placed in such a way that emergency evacuation of the building is impeded.

3. Hallway and stairwell doors provide a critical barrier to the spread of smoke and heat. These doors should not be propped or blocked open at any time.

4. Christmas trees must not be placed indoors any longer than 14 days prior to the end of the fall semester. All trees must be removed from buildings before occupants vacate at the end of the semester. All trees shall be made of or treated with flame retardant material and maintained flame resistant regardless of height.

5. No flammable liquids are permitted inside University buildings, in personal vehicles on the campus, or in university motorized vehicles.

6. No candles, incense, or open flame devices except cigarette lighters are permitted inside University buildings.

Evacuation When Alarm is Sounded

Evacuation of University buildings is mandatory when a fire alarm sounds. This regulation is an order of the state fire marshal. Students should refrain from using earphones while sleeping or otherwise engaging in activities that will obstruct their ability to hear the alarm.

Policies regarding the procedures for evacuating a building are included in the section on "Campus Emergency Procedures."

Fire Alarms

Sometimes individuals on the University campus send a false fire alarm. Such persons threaten the safety of all persons protected by causing the unnecessary evacuation of buildings. Therefore, all persons in University buildings should watch for anyone tampering with pull boxes or other parts of the alarm system (including the alarm boxes on exit doors).

Any student who tampers with or causes any damage whatsoever to a pole, wire, insulator or alarm box, fire door, smoke/fire detector, gives a

false alarm from such a box of any fire or police alarm system will receive the designated disciplinary sanctions and will be subject to prosecution in accordance with local, state, and federal laws.

Setting Fires

Because of the threat to safety and damage to property, setting fires as a prank is considered felony arson. A person found to have set a fire will receive the appropriate disciplinary sanction and will be subject to prosecution in accordance with local, stat, and federal laws.

IDENTIFICATION CARD

All students are required to obtain and carry an official University identification card. This card is used to check out books from the Library, to gain admission to certain events sponsored by the University or student organizations, to establish the student's right to use University facilities, and to identify oneself when requested by University authorities and officials. The card remains the property of the University and may be reclaimed if used by any person other than the student whose name appears on the ID card. It must be surrendered when the student withdraws or is dismissed from the University or upon the request of University authorities. The ID card must also be shown when requested by an University official, including Resident Advisors. Students are required to carry their student ID cards with them al all times.

Identification cards for new students are made during orientation, and the cost is included in the matriculation fee. ID cards for returning students are validated upon payment of fees during registration. Replacement ID cards may be obtained from **Campus Security** for a fee of $12.00 each. The fee must be paid to the Business Office and the receipt for payment presented at the time the replacement ID card is made. Returning and continuing students, and any new student who requests a replacement ID card, must pay for the replacement.

POST OFFICE

The University Post Office, which is located on the lower level of the University Memorial Union, provides limited postal services and postal boxes for students. Students may pick up mail, purchase stamps, mail letters and packages, and receive other window services from 12:00 noon to 5:00 p.m. Monday through Friday and 10:00 a.m. to 1:00 p.m. on Saturdays.

The university box number is regarded as the student's official mailing address on the campus and, as such, should be used on all correspondence. It is expected that students will check their campus mailboxes daily. It is noted that some mail requires immediate response)e.g., disciplinary hearing notices) and, therefore, should be picked up promptly by the student. The University is not obligated to extend the deadline, hear-

ing date, etc., as a result of the student's failure to pick up or call for his or her mail at the University Post Office.

Each student is responsible for obtaining a University box number from the University Post Office at the time he or she enrolls at the University. mailbox keys must be returned to the Post Office at the end of each year, or earlier if the student leaves the University for any reason (e.g., withdrawal, suspensions, and dismissal). Students are prohibited from using mailbox keys after the box is no longer assigned to him or her.

Mail sent off campus or to the student's home is mailed to the student's last known address (i.e., the address on computer file in the Registrar's Office). Hence any change in address (local or permanent) should be promptly reported to the Registrar's Office so that appropriate changes may be made on the student's records. The registrar's Office is not responsible for mail that does not reach a student who has failed to properly update his or her address in the Registrar's Office.

Students should also note that fraudulently receiving someone else's mail, tampering with mail, mail theft, destroying or misplacing another addressee's mail, and other similar offenses, opening another individual's mailbox, hiding someone else's mail, etc., are in violation of University and federal laws and will result in disciplinary action by the University and are also punishable by fine and/or imprisonment.

RACIAL HARASSMENT

It is the policy of Johnson C. Smith University to conduct and provide programs, activities, and services to students, faculty, and staff in an atmosphere free from racial harassment. Racial harassment is any behavior that would verbally or physically threaten torment, badger, heckle, or persecute an individual because of his or her race.

Racial harassment of University faculty, staff, students, or visitors is prohibited and shall subject the offender to appropriate disciplinary action. This policy applies to prohibit such conduct from one student to another.

Students who feel that they have been subjected to racial harassment can seek advice from the Counseling and Testing Center. A formal complaint against a faculty or staff member must be filed with the faculty or staff member's immediate supervisor. If a student is not satisfied with the response from the supervisor, that employee's supervisor may then be contacted. The student, if continuously dissatisfied with the response to his or her complaint, may file the complaint, ultimately, all the way to the Vice President of Academic Affairs. Complaints against another student must be filed with the Office of Student Affairs, who will investigate the alleged incident.

SEXUAL HARASSMENT/ASSAULT POLICY

It is the policy of Johnson C. Smith University to maintain an environment free from sexual harassment and assault. Any behavior determined to constitute sexual harassment or assault will be treated as a serious matter and will be subject to disciplinary actions and/or criminal sanctions. The University considers sexual harassment to be a form of immoral and illegal treatment. A confidential reporting process is implemented for charges of sexual harassment and the University will fully investigate all charges of sexual harassment or assault in a timely manner.

Definitions

Sexual assault is any involuntary sexual act in which a person is threatened, coerced or forced to comply against his/her will, including all forms of rape as defined herein.

Rape is forced intercourse that is perpetrated against the will of the victim or when he/she is unable to give consent (i.e., unconscious, asleep or under the influence of alcohol or drugs) and may involve physical violence, coercion, or the threat or harm to the victim. The definition of rape also includes the following types.

1. **Acquaintance rape** involves sexual assault by a non-stranger, which could include a friend, acquaintance, family member, neighbor, or co-worker.

2. **Date rape** involves sexual assault by someone the victim has seen is dating.

3. **Acquaintance gang rape** is a sexual assault by more than one person and at least one of who is known by the victim.

While federal laws and guidelines primarily address faculty or staff members harassing a student, the

1. Submission to such conduct is made, a term or condition of an individual's employment, academic standing or education; either explicitly or implicitly

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; an/or

3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or academic performance by creating any intimidating, hostile or demeaning educational environment.

While federal laws and guidelines primarily address faculty or staff members harassing a student, the reverse can also occur. **Therefore, this policy also prohibits a student from sexually harassing or assaulting**

a faculty or staff member. This policy also prohibits such conduct from one student to another student.

Johnson C. Smith University encourages any member of the campus community who believes he or she has been sexually assaulted to immediately report the incident to the police agency of jurisdiction (in Charlotte, North Carolina, this agency is the Charlotte Police Department), to Campus Police and to the Assisrant Vice President for Student Affairs. Timely reporting to the police is an important factor in a successful investigation and successful prosecution of sexual assault cases. No one is required to pursue prosecution just because he or she reports a crime to a police agency. However, reporting sexual assault to the police agency may prevent others from becoming harmed. If sexual assault occurs on the campus, the police agency of jurisdiction is the JCSU Campus Police. If a sexual assault is reported to the Campus Police Department, the investigation officer shall advise the victim of services available on campus and in the community, including those of the JCSU Counseling and Testing Center.

Complaint Procedures

Johnson C. Smith University is aware that sexual harassment and sexual assault are difficult subjects to address with sensitivity and objectivity. The institution is concerned with the rights of all members of its community. All parties to a complaint are entitled to fundamental fairness in the handling of the complaint. Individuals are encouraged to report any incident of sexual harassment or sexual assault and to obtain the support and assistance of friends, family and staff in presenting their concerns.

Reporting Procedures

Informal Reporting

Any student who believes he or she has been a victim of sexual harassment or sexual assault should discuss the matter with a Counselor in the Counseling and Testing Center at the earliest opportunity. The role of the Counselor is to make the student aware of University and community resources, to listen and provide assurance of confidentiality, to advise the student about procedures for filing formal complaints and criminal proceedings and to support the student. The functions of the Counselor are informal and advisory, aimed solely at aiding complainants in determining if incidents are described herein constitute grounds for complaint and, if so, how such complaints are to be filed. The Counselor will neither investigate nor adjudicate complaints of sexual harassment or sexual assault. All discussions are confidential and cannot be released without written consent.

Formal Reporting

Incidents of sexual harassment or sexual assault should be reported to

the following individuals based on their status as a student, affiliate or employee of the University:

1. In cases where the accused is a student or student organization, the report should be made to the Assistant Vice President for Student Affairs/Dean of Students or the Associate Dean of Students. The Office of Student Affairs will arrange for investigation of the complaint with assistance from the Johnson C. Smith University Office of Campus Police and initiate appropriate action under the University's disciplinary procedures. Investigations will be conducted in a manner, which will not interfere with any ongoing criminal investigation.

2. Any incident in which the accused is an employee or Contractor of the University should be reported to the Director of Human Resources. The Director will investigate the complaint with assistance from the Johnson C. Smith University Office of Campus Police, initiate all formal hearings and recommend any corrective or disciplinary action to the appropriated Division, Vice President and the President. The investigation will be conducted in a way that does not interfere with any ongoing criminal investigation.

3. The instance when the accused in not a member of the Johnson C. Smith University community, JCSU has no authority to take disciplinary action. The victim is encouraged to report the incident to the local police agency will investigate the complaint and initiate any criminal action.

Both complainant and alleged assailants(s) will be informed of their legal rights, roles and responsibilities. A student can be suspended from the University by the Assistant Vice President for Student Affairs prior to the hearing process when there is probable cause that a crime has occurred and it is deemed unsafe to the community to permit the student to remain in the campus environment. The President of the University may also suspend any student organization charter pending a full review.

Those authorized to conduct an investigation of sexual harassment or assault report will keep a written record of the process. Their findings will be sent to the Assistant Vice President for Student Affairs, who, in the case of a student assailant, will initiate the appropriate judicial action. In matters where the assailant is an employee of the University, findings of the investigation will be sent to the Director of Human Resources, who will submit a report and a recommendation to the respective Vice President and the President.

The complainant has the right to file civil or criminal charges with the appropriate law enforcement agency.

Acts of sexual harassment or sexual assault may also violate provisions of the criminal and civil laws of the State of North Carolina. In such cases, the University will proceed with disciplinary action regardless of

criminal or civil prosecutions pending in court. The imposition of University disciplinary action is independent of any action taken in the criminal and civil courts and may occur prior to a court's action.

Sanctions

1. Individual student sanctions will be imposed in accordance with the University's disciplinary procedures.

2. Organizations found to condone, promote, or be involved in such activities will have their University recognition withdrawn. Other possible actions include (a) informing the national and regional offices of the organization about the activity; (b) prohibiting participation in campus activities, events and programs; (c) requiring relevant community service and/or participation by all members in sexual harassment/sexual assault awareness programs and (d) loss of all University privileges such as use of equipment, meeting rooms advertising space and on-campus fundraising.

3. Sanctions up to and including dismissal from employment may be imposed on employees found in violation of this policy.

SMOKING

Because smoking is a potential health and fire hazard, it shall be restricted in order to create and maintain an environment that is in the best interest of the safety, health, and well-being of all users of University buildings and facilities. This policy includes the use of marijuana, cigarettes, cigars, beede sticks and pipes. Violators will be referred to the Associate Dean of Students.

The purpose of this policy is to insure that the health and well being of non-smokers is protected. The exposure of non-smokers to secondhand smoke can contribute to serious respiratory problems and allergic reactions, which also lead to an unsafe environment for non-smokers.

Scope

All members of the Johnson C. Smith University family, including students, faculty, staff, and visitors are governed by this policy. This policy also applies to all vendors, contractors and sub contractors.

Policy Statement

1. No smoking will be allowed in any building on the campus of Johnson C. Smith University at any time.

2. The designated smoking areas will be identified by signs posted on the campus grounds and ashtray receptacles.

SOLICITATION

Solicitation is defined as the seeking of funds or other support by students, registered student organizations, and University employees from sources on and off campus, including the procuring of supplies and the sale and distribution of items, materials, products of services.

General Rules on Solicitation

Individual students or members of student organizations may not be given authorization to solicit for personal benefit. Faculty, staff, students and student organizations may not solicit or post advertising for regular business enterprise sales. Designated bulletin boards may be used to advertise occasional sales or rentals, such as personal automobiles, appliances, accessories, pets, homes, and so on, that are not a part of a business or enterprise.

Door-to-door solicitation in residence halls and cottages, offices, and elsewhere on the campus is prohibited. The Vice President for Student Affairs may permit some philanthropic solicitation in designated areas of University buildings.

Student representatives of magazine, service or mail order companies are prohibited from soliciting door-to-door in residence halls and on the campus. However, they may post notices on bulletin boards in the halls, giving their names and phone numbers or room numbers so students may view the product, so long as the companies represented are bona fide agencies. Clearance must first be obtained from the Vice President for Financial Affairs or his or her designee.

In accordance with the state law, the University does not allow any forms of gambling in its name or in any of its facilities. Raffling and other fundraising activities must be conducted in accordance with state and University policies. **Gambling is strictly prohibited.**

Political solicitation is allowed only if all candidates for an office are permitted the same privilege. All speakers mist be sponsored by registered student organizations or academic departments. Posters and notices may be placed on bulletin boards in accordance with University regulations governing the posting of signs and notices. Political candidates may solicit votes, except in classrooms and in residence hall living areas, by handshaking tours and by handing out cars, but not by poster. Approval of political rallies must be approved by the President of the University or his/her designee.

On-Campus Solicitation By Student or Student Organizations

Students or student organizations who wish to solicit on campus in specified area must first make a request to the Director of Student Activities/Student Union on forms provided by that office not later than one calendar week preceding the proposed date of the activity.

Appropriate arrangements and scheduling must then be made by the individual making the request to ensure that the project is conducted as approved. Failure to adhere to this policy is grounds for judicial action.

Students who raise funds through solicitation are required to report all fundraising projects, including those conducted for the following:

1. Charitable caused, such as Heart Fund, Red Cross, Ling Association, and Sickle Cell;

2. Scholarship funds, and the United Negro College Fund;

3. Funds raised for library, music, equipment, and so on;

4. Educational or social events for JCSU students, such as concerts, speakers, art exhibits, and dances, Homecoming and Black History Month; and

5. Volunteer and community service projects, such as for need families during Christmas and Thanksgiving, assistance to the elderly, enrichment activities for children in the community, and tutorial programs.

The purpose of the solicitation must be given at the time the request for solicitation is made, as well as a statement of how the funds will be collected and distributed. A report of all funds raised must be filed with the Director of Student Activities/Student Union within **one week** after the activity has occurred. Finally, a report showing that the funds were distributed, including the name and address of the individual or agency receiving the funds, must be filed with the Director of Student Activities/ Student Union within **one week** of disbursement of such funds.

Off-Campus Solicitation By Student or Student Organization

Students or student organizations interested in soliciting off-campus (e.g., corporations, foundations, and individuals) must request permission from the Vice President for Development.

On-Campus Solicitation By Student or Student Organization

Vendors or agents on off-campus organizations wishing to solicit on campus must first receive approval from the Vice President for Financial Affairs or his/her designee. Persons must complete an authorization form for review and approval, and no vendor will be allowed to solicit unless the form is approved and on file in the Office of Financial Affairs. A vendor soliciting to a particular employee of the University may be allowed on campus, provided the employee invites the vendor; however such activities should normally take place off the campus outside one's working hours. No door-to-door selling to individuals is allowed either in the residence hall, cottages, or in faculty or administrative offices.

Beggars or those dealing in illegal traffic such as drugs or stolen property will not be allowed on campus. Campus Police should be notified if such persons are known to be on campus or if other persons without written authorization are soliciting on the campus. Vendors interested in meeting official University needs should be directed to the Purchasing Office, where clearance and further directions will be provided. Misleading or unlawful commercial activity on the campus is strictly prohibited.

Residence hall rooms may not be used as merchandising marts by commercial vendors. A one-on-one demonstration and/or sale in a student's room may be allowed if the student invites the solicitor and permission is given by the Residence Hall Coordinator.

University Disclaimer Regarding Off Campus Vendors

Johnson C. Smith University assumes no responsibility for the condition of articles, good, or services purchased by students from off-campus vendors who distribute and/or sell goods or services on the campus. Space is made available to vendors as a service and convenience to students. The University makes no guarantee as to the quality of products sold or services rendered. However, attempts are made to ensure that vendors or businesses represented are reputable and legitimate and that the quality of services and good offered, displayed and/or sold are acceptable quality. Vendors are expected to adhere to standard acceptable business practices. All purchases are made at the student's own risk, and the University assumes no liability in such transactions.

Bake Sales

Mecklenburg County and the state of North Carolina require that persons who wish to sponsor bake sales or other events in which food is sold must apply for a permit before the event. An "Application for Organizations and Clubs to Sell, Serve, or Prepare Food on Campus" must be completed and placed on file with the Director of Student Activities/Student Union prior to the scheduled event.

Each organization or club wishing to sponsor a bake sale, hot dog sale, or otherwise sell food items for more than two days, is responsible for individually contacting the Environmental health Department (336-5100) to apply for a food permit. Persons requesting permissions from the Health Department must provide such information as name of organization, type of activity planned, listing of food items to be served or sold, location of event, food sources, names of persons handling food, and so on. A permit may then be issued if requirements are met as stated in Section 0400 of the North Carolina Administrative Code and/or Mecklenburg County rules governing food establishments. Only after the organization receives a permit from the Health Department may Johnson C. Smith University give permission for the clib or organization to hold the activity on campus.

Fundraising

Organizations undertaking legitimate fundraising (e.g., yard sales, bake sales, raffles) must (1) make sure that such activities comply with local and state laws and permitting regulations, if any; (2) obtain all necessary permits; and (3) confirm same to the University prior to undertaking such activities. The Director of Student Activities/Student Union will advise the Vice President for Development of all off-campus activities and must approve all announcements ensure compliance with University regulations.

STUDENT EMERGENCY LOANS

Students experiencing emergencies may request small loans up to $100.00 through the Office of Student Affairs. Loan applicants must present a valid student ID and complete an application form showing the specific nature of the emergency and repayment plan. Loans are interest-free and must be paid within 30 days, except that graduating seniors must pay their accounts prior to being cleared for graduation even if the 30 days have not expired. A service fee of 10% of the loan amount is added to the loan amount if the student does not pay his or her loans by the 30-day deadline. Also, students who fail to repay loans may forfeit the privilege of borrowing in the future. Students with delinquent loan balances will not be allowed to take final examinations or register until the loan is paid. For students whose repayment date occurs after pre-registration, failure to pay by the deadline will cancel pre-registration.

Students may not borrow from the Student Emergency Loan fund to cover educational expenses of a usual or customary nature. The intent of the loan fund is to provide assistance to students who are faced with situations which they could not have anticipated, are beyond their control, and are not the result of a student's negligence, misbehavior, or failure to plan properly. The Student Emergency Loan Program is administered by the Office of Student Affairs, Biddle Hall Room 206.

STUDENT RIGHTS

Access

Within the limits of its facilities and resources, Johnson C. Smith University is open to all students who meet admissions standards.

Participation in Policymaking

Students may participate in the orderly formulation, revision, and evaluation of policies, regulations, and procedures that affect their welfare. Such participation is expected to take place through appropriate student government agencies and Universtiy committees and councils.

Fair Evaluation and Performance

Students academic performance is evaluated solely on an academic basis, and students may expect faculty to make clear the basis for evaluation in their classes. Further, students should feel free to take reasoned exceptions to opinions or views an instructor expresses. However, students remain responsible for learning any course content in classes in which they are enrolled and may expect to be tested or otherwise evaluated on the course content. Any student alleging unfair methods, procedures, or basis of evaluation should appeal first to the instructor, then if desired, to the department head, the division chairperson, and the Vice President for Academic Affairs, in this order.

Fair Disciplinary Hearing

Students have the right to be informed of their alleged involvement in disciplinary matters, the right to a fair hearing, and an opportunity for appeal when charged with violations of the Standards of Conducts established by the University.

Freedom from Unwarranted Search

There are two categories of instances in which entry by University authorities into occupied rooms in the residence halls or other living units is permitted: (1) inspection, which is defined as entry into a room to determine health and safety conditions, to make repairs, or to perform cleaning and janitorial services, and (2) search, which is defined as entry into a room by campus authorities, including residence halls staff, for the purpose of investigating suspected violation of campus regulations and/or local, state, or federal laws.

Certain regulations have been established, however to protect students form unnecessary search or entry into their rooms. On-campus authorities will not enter rooms for purposes of search, except in an emergency, without the permission of the resident unless they have a campus authorization for the Assistant Vice President for Student Affairs/Dean of Students, the Associate Dean of Students, or the Director of Residence Life. If neither can be reached, permission will be sought from the Director of Campus Police. If the Director of Campus Police is not available, campus police staff will use their discretion in conducting the search in accordance with local, state, and federal laws.

The University reserves the right to have appropriate officials search individual rooms and vehicles. Room and vehicle searches for disciplinary investigations are conducted only when there are reasonable grounds to believe that a resident, student, or guest is concealing substances, property, contraband, or items which are in violation of Residence Life and/or University policies. Any item confiscated during a room or vehicle search, which represents a violation will not necessarily be returned to the student, guest, or other individual.

An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building itself. Search of room and vehicles may be exempted from compliance with these procedures if an emergency situation exists.

In case of appropriate finding and confiscation, a copy of the completed authorization form and a statement of finding will be forwarded immediately to the Director of Residence Life and to the Vice President for Student Affairs, not later than 9:00 a.m. the next working day. This authorization specifies the reason(s) for the search and the object (s) of information sought, and is required unless persons enter in compliance with the state law. If possible, the student should be present during the search. Normally these searches will not be made unless a Residence Hall Coordinator is present as an official representative of the University to conduct the search or to accompany Campus Police in the search of a student's room. In the event the search reveals an object which, while in possession, violates a University regulation or local, state, or federal law, the University may take appropriate disciplinary action even though the object may not be listed on the search authorization.

The procedure for conducting searches is as follows:

1. The Assistant Vice President for Student Affairs/Dean of Students or the Associate Dean will authorize two University staff members to conduct the search. If they are unavailable, and there is reasonable cause to believe a search is warranted, the Director of Residence Life may authorize the search. If al all possible, one of the individuals conducting the room search will be a member of the Campus Police staff;
2. Those individuals conducting the search will knock on the door of the door of the room in question. If they are not admitted, they will enter the room using a passkey.
3. If the room is occupied, those entering the room will announce the purpose of their visit and indicate that they are going to conduct a search.
4. Those entering the room will ask for identification of all persons in the room, including student identifications;
5. If contraband, stolen items, or any items found in violation of University policy are discovered, they will be confiscated and a written receipt will be given to the room's occupant (s) indicating what has been taken and the names of those who have taken it. If there is no one in the room, the same written receipt will be made and left in the room. Those conducting the search will keep a copy of the receipt;
6. Information resulting from the search will be filed with the Office of Student Affairs and the Director of Campus Police; and
7. Appropriate disciplinary charges will be filed.

Freedom From Abuse Or Harassment During A Disciplinary Investigation

No form of intimidation will be used by University authorities to coerce admission of responsibility.

Freedom of Assembly

Students have the right to gather or assemble in groups to express their views and opinions so long as the assembly is held in an orderly manner; does not interfere with vehicular or pedestrian traffic, classes, scheduled meetings, events, ceremonies, or other educational processes of the University; and is not held in University buildings or in residential areas of the campus. No amplification devices are permitted during class hours except by special permission from the Vice President for Student Affairs.

Freedom of Inquiry and Expression

Students must be free to make inquiries and express their opinions if educational objectives are to be met. Thus, students have the right to engage in discussions, exchange thoughts and opinions, and speak freely on any subject in accordance with guarantees of the state of national constitution. Further, the University strives to develop in students a realization that citizens not only have the right but the obligation to become informed on issues and problems facing them, to take positions on such issues, and to give expression to their views. In discharging these rights and responsibilities to the University, Johnson C. Smith University is proud that its campus is open to free discussion and examination of views, with the condition that such discussion be conducted in an orderly manner and under peaceful conditions consistent with the scholarly pursuit of ideas and knowledge in an academic community.

Speakers who are not associated with the University must be invited to the campus by University departments and registered student organizations. Information on how such arrangements are to be made is available from the Director of Student Activities.

Rights to Unbiased Treatment

Johnson C. Smith University adheres to a policy of admitting students regardless of their race, color, sex, national or ethnic origin, and further adheres to such policy in the administration of its educational programs administered directly or indirectly by the University. The University's Affirmative Action and Equal Opportunity Policies are established and implemented in accordance and compliance with the Civil Rights Act of 1964 as amended, the Age Discrimination Act of 1963, Title IX, applicable Executive Orders, and other applicable laws of the United States and the state of North Carolina.

Right to Review and Inspect Records/Disclosure of Information

The University recognizes the need to maintain records for each student in order to preserve authentic documentation of the events and activities that constitute a part of the educational process and student's development, to assess their educational needs and achievements, and to facilitate the informed and purposeful direction of its educational goals. In the development and administration of such record, the University complies with the Family Education Rights and Privacy Act (Buckley Amendment) of 1974; students are accorded the following rights:

- To inspect and review their respective educational records maintained by the University;
- To challenge the content of educational records in order ot insure that they are not misleading, inaccurate, or otherwise containing inappropriate information; to provide information to correct the records; and to include a written explanation regarding its contents; and
- To expect that their educational records or personally identifying information from the record will not be released to any individual, agency, or organization outside the University without the written consent of the student, except as otherwise provided by the Family Educational Rights and Privacy Act.

Denial of Authorization for University to Release Information

The University may release "directory type information" only after notifying the student and getting his or her consent, except for information included in campus directories. Such directory information about students may be released to outside sources requesting it without the written consent of the student. Students who do not wish to have directory information released must notify the Office Of Student Affairs I writing by the fourteenth calendar day of the semester expressing that directory information is not to be released. If they fail to give such notice, this directory information will be released during the semester. Requests by students to withhold information must be filed each semester.

"Directory information" is designated as follows: name, address (home and local), telephone (local only), major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dated of attendance, degrees and awards received (including honor roll), and most recent previous educational agency or institution attended.

TELEPHONES

General Information

Telephones are available in residents' rooms in all of the residence halls. The University provides Service. Long distance service is available, upon

request by the student, through a long distance carrier of the student's choice. Students are responsible for all services and charges they incur. The University assumes no liability for payment to any local or long distance carriers. Unauthorized use of telephone credit cards and/or access codes and cards is in violation of University regulations and local, state, federal laws. Students charged with such violations will be referred for University judicial action.

Students should use their room or hall phone numbers as their on-campus telephone numbers. University office telephones are for business use only and should not be considered as the student's personal telephone number.

Further University offices assume no responsibility forgetting telephone messages to students except in case of verified emergency. For emergency purposes, students should advice-concerned parties to contact Campus Police at 378-1003.

Policies

The University provided, in conjunction with a local carrier, local telephone service to residential students. The cost for this service is reasonable, and access to telephones is provided as a convenience to students, their parents, and the University community. <u>All students who reside on campus are encouraged to subscribe to local telephone services.</u>

It is the policy of Johnson C. Smith University to take disciplinary action and appropriate legal action against students found guilty of making fraudulent telephone calls, theft of telephones, and/or abuse of telephone privileges.

The cost for telephone service is added to the housing fee and is automatically included on the student's account. Each occupant of the room is individually responsible for all telephone charges, including long distance calls, incurred by the telephone number assigned to their room. Students are advised that University policy prohibits the making of fraudulent telephone calls, theft of telephones, and/or abuse of telephone privileges.

Johnson C. Smith University seeks to provide efficient and effective telephone service to students. As such, the following policies are in effect:

1. Johnson C. Smith University will provide local telephone service capability for each student residing in the residence halls. The cost of local service is included on the student's account. Students receive a separate invoice for long distance calls.

2. The student assumes full and compete responsibility for installing the instrument into the telephone jack provided, and for service to and care/maintenance of the instrument assigned to him or her.

3. The student agrees to accept full personal financial responsibility for all calls—local and long distance—placed to or from any third

party location at which the student's assigned telephone number is used.

4. The student accepts total responsibility for all contracts, negotiations, obligations, invoice, communications, etc., relative to payments of bills and fees for telephone service, and for the care and maintenance of same, and the student may not obligate or construe to obligate the University in anyway.

5. The student accepts full responsibility for the care of the instrument and is liable for any destruction, loss, theft, or damage to the telephone instrument purchased or rented from the University or from any other supplier. Equally, any request, negotiations, contracts etc.,—financial and otherwise—for service, repair, and/or replacement will become the sole obligation of the student.

6. The Office of Residence life reserves the right to deny telephone service to students and to prohibit the installation of certain types of telephone equipment in the student's room if it is deemed that such installation may present a safety or security hazard to any resident of the facility or to the facility itself; is in violation of any local, state, or federal laws; as a result of the student's failure to pay prior telephone charges; and/or if the student has made fraudulent calls in the past.

7. Students desiring long distance telephone service must request same individually from the long distance service provider designated by the University, and the student requesting such service is solely and fully responsible for all long distance fees and costs.

8. The University in no way intercedes on behalf of the student, local carrier, long distance service provider, or any third parties in the collection of regular, past-due, or delinquent payments or accounts for non-payment of dame. All transactions, financial and otherwise, must be resolved between the student and the local carrier, the student and long distance service providers, or the student and any other third parties.

9. Students desiring local telephone service must contact for same through the University or its designated local carrier; such service is not available through other telephone service providers.

UNIVERSITY LIABILITY

Fraternities, sororities, sports clubs, and other student organizations are not operated the general supervision of the University or its Trustee. Administrators, officer, faculty, or employees are not in any way or manner liable for actions or failure to act on the part of such organizations, even through these organizations are registered and allowed to operate on or near University property and even though they are required to conform to certain prescribed University policies and procedures. It is partic-

ularly noted that the University is not responsible for bodily harm or death to participants in any voluntary organizations or activities in which risk is incurred. No activities undertaken by these organizations are in any instance, taken as agents of or on behalf of the University.

The student acknowledges that participation in some programs and activities involves an inherent risk of physical injury, property damage, and other dangers associated with such participation. Dangers particular to such activities include but are not limited to hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, and heart attack. Through his or her participation in such activities, the student assumes all such risks of damage or injury, including injury which may prove fatal, that may be sustained by him or her while participating in recreational activities or in the travel to or form such activities. The student agrees that for the solely consideration of Johnson C. Smith University's allowing him or her to participate in such programs of activities, the student releases and forever discharges the Board of Trustees of Johnson C. Smith University, its members individually, and all present and former officers, agents, and employees of any and from all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reasons of any and all known and unknown, foreseen and unforeseen causes thereof, resulting from the student's participation in or in any way connected with such programs and activities.

Each participant in such activities and programs should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the responsibility of each participant to participate only in those activities for which he or she has the prerequisite skills, qualifications, preparation, and training in consideration of the benefits received from such programs and activities, the student assumes all risks, damages or injury, including injury which may prove fatal, that may be sustained by his or her participation in such activities.

Johnson C. Smith University does not warrant or guarantee in any respect the competency of mental or physical condition of any instructor, trip leader, vehicle driver, or individual participant in any recreational activity. Further, the University does not warrant or guarantee in any respect the physical condition of any of the equipment used in connection with the activity.

Use of University Name

No student or student organization may use the Johnson C. Smith University name in connection with a personal or unofficial function if the use of the name may mislead someone into thinking the function is University-sanctioned or sponsored.

No student or student organization may commit the University to accept responsibility for injuries or damages, which may occur at personal or unofficial functions.

University students and student organizations who, without appropriate authority, attempt to commit the University to accept responsibilities for injuries to persons, damages to property, costs of goods and services, or other obligation—financial or otherwise—will be referred for appropriate disciplinary action and will also be personally liable for any judgments which result from such injuries, losses, damages, or obligations.

VEHICLE REGISTRATION AND PARKING

Regulations for Operating Motor Vehicle

All motor vehicles owned or operated on campus by students, faculty, and staff must be registered with the Office of Campus Police each semester. Parking permits are issued each semester at a cost of $10.00 for residential and commuter students. Failure to register a vehicle, or violating regulations governing operation and parking of vehicles, will result in a fine and/or towing of the vehicle, as well as possible disciplinary action.

Note: Freshmen students who reside on campus are not permitted to register or operate vehicles on the campus.

The University parking decal should be displayed as instructed by the Office of Campus Police. Student are expected to regard all parking and traffic signs on the campus and to be especially mindful of spaces reserved for disabled person, faculty, staff, and visitors.

Fines for traffic and parking violations vary, depending on the offense. Citations must be paid in the Office of Campus and as directed on the citation. Failure to do so will subject the student to additional citations, fines, and penalties. Students who are suspended or expelled from the University must pay all outstanding traffic and parking citations prior to departure.

Search of Motor Vehicles

Searches of motor vehicles registered or operated on the campus may be conducted on the grounds of reasonable suspicion that weapons (such as but not limited to rifles, shotguns, ammunition, handguns, air guns, BB guns, and other firearms; bowie knives, daggers, switchblade knives, and metallic knuckles); explosive (such as firecrackers, dangerous chemical, etc.,); drugs; contraband, etc., are present in the vehicle, or when there is reasonable suspicion that the person who owns, operates, or registers the vehicle is in violation of University policies and/or criminal law.

Upon receipt of a report of reasonable suspicion either the Assistant Vice President for Student Affairs/Dean of Students or the Associate Dean of Student may initiate a search of the vehicle on campus or authorize a search by campus security officers or another University official. To the extent possible, the student operating the vehicle or the student to whom the vehicle is registered ell be asked to accompany the official(s) and be present for the search. If the vehicle is not licked, a search may be initiated without the student's permission and the weapons, explosives, drugs, contraband, and/or other items confiscated.

If a report involving reasonable suspicion is received by the Office of Campus Police, which indicates that a search is immediately necessary, a search may be conducted by Campus Police officers without authorization from the Assistant Vice President for Student Affairs/Dean of Students, or the Associate Dean of Students.

If a student fails to comply with a request from a University official to give access to his or her vehicle for the purpose of conducting a search, the University will pursue disciplinary action, up to and including immediate suspension or expulsion from the University.

At the time of registration of one's vehicle on the campus, the student gives the University permission to "inspect" his or her vehicle on campus upon the reasonable suspicion that he or she is in violation of University policies and/or criminal law, and/or that weapons, explosives, drugs, contraband, etc., are present in the vehicle.

STANDARDS OF CONDUCT AND JUDICIAL AFFAIRS

STUDENT RIGHTS IN DISCIPLINARY PROCEDURES

Students charged with a violation of the Standards of Conduct are entitled to a hearing by a judicial officer or body and a pre-hearing with a judicial officer. When a student is charged with violating the University's Standards of Conduct, he or she shall have the right to:

1. Receive written notification directing the student to contact the Office of Student Affairs or the Office of Residence Life whichever is stated in your letter within (3) class days of receipt of the notice for them to schedule a pre-hearing meeting. Notification is sent via certified mail to students who reside off campus and is deemed received when the Office of Student Affairs receives notice of delivery from the U.S. Postal Service. Notification to students who reside on campus is deemed effective on the date that notice is delivered to the Campus Post Office.

2. Students who have requested a hearing will receive a written notice not less than 72 hours prior to the initiation of a disciplinary proceeding. Notice is deemed effective on the date that the notice is delivered to the Campus Post Office. Notification sent by first-class mail is expected to be received by the student within three business days, and is deemed effective upon receipt of postal notification.

The notice shall include date, time, and place of the hearing and a statement of:

1. The University's rule(s) regulation(s) which was violated; and

2. The circumstances of the case: the date, place, and conduct for which the violation of rule(s) or regulation(s) is charged. (Note: Unless the student informs the appropriate hearing officer or panel prior to the beginning of the hearing that he or she did not receive 72-hour notice, the lack of proper notice cannot later be used as the basis for appeal unless proof is offered showing that notice was delivered to the students room, mailbox, or off-campus address after the hearing).

3. Have the opportunity to have counsel, from a member of the University faculty or staff;

4. Receive a fair and impartial hearing:

5. Present a limited number of witnesses on his or her behalf (maximum of three, unless more are allowed on specific requests);

6. Testify on his or her own behalf;

7. Receive prompt notification, in writing, of the decision of the Judicial Board or administrative officer. Such notice shall be forwarded to the student's UPO Box or local address within 72 hours after the hearing. Delivery of same to the student's UPO Box or U.S. Postal Box within 72 hours after the hearing shall be considered proper notice; and

8. Appeal the decision of any hearing person or body in writing to the appropriate appeal person or body within 48 hours after receiving the decision. All appeal requests must be filed in writing.

Cases considered by the University Judicial Board are confidential and are not open to the public. Members of the Board are bound by the laws of privacy and shall refrain from discussing cases and Board deliberations outside the hearing room. However, this rule does not prevent the recording of the hearing process for potential use in an appeal hearing. Recordings are not available to the student once he or she has exhausted all appeals.

DISCIPLINARY PROCEDURES

The aim of disciplinary procedures is to educate students about responsible behavior, to maintain social order, and to protect the rights of others by providing a system of consequences for those who violate University rules and regulations. The disciplinary process supports the practice of responsible behavior in community living. It requires understanding and self-discipline on the part of the individual student, as well as respect for the rights and privileges of others. The focus of the judicial system is corrective and educative rather than punitive.

Essential to the aim of disciplinary procedures is the principle of "fundamental fairness," which provides the framework for the adjudication of student misconduct and breach institutional policies and regulations.

The spirit of the judicial process is based on good faith — a mutual trust between the University and the student.

JUDICIAL AND ADMINISTRATIVE BODIES

Alleged violations of the University's Standards of Conduct shall be adjudicated by the following judicial bodies or administrative officers. Judicial officers and boards and administrative officers who adjudicate student disciplinary cases shall make findings of "responsible" or "not responsible" to the Associate Dean of Students, who will then issue an appropriate sanction in accordance with the **University Catalog** and based on the student's level of involvement, the severity of the incident, and the student's disciplinary history.

Disciplinary cases will be referred to the most appropriate body as indicated below.

RESIDENCE HALL COORDINATORS

Each Residence Hall Coordinator has the responsibility to document and report any disciplinary violations to which he or she is an eyewitness. If the student's involvement in the violation can be substantiated by the Residence Hall Coordinator, written notification of the specific charges shall be given to the student by the Residence Hall Coordinator, and an appropriate disciplinary procedures will be rendered in accordance with the Standards of Conduct stipulated in the **University Catalog**. Residence Hall Coordinators may also adjudicate cases involving certain violations of residence life policies and procedures.

UNIVERSITY JUDICIAL BOARD

The University Judicial Board shall adjudicate cases referred by the Associate Dean of Students and/or the Assistant Vice President for Student Affairs/Dean of Students.

The University Judicial Board shall be comprised of five (5) members, three of whom are faculty or staff members and two of whom are students. Four student alternates and four faculty or staff alternates shall be appointed. The student whose case is referred may designate a member of the faculty or staff to serve as his or her advocate. The advocate is responsible for reviewing all materials pertinent to the case prior to the hearing, representing and serving as an advocate to the student, asking questions and cross-examining witnesses, and otherwise ensuring that the rights of the student are preserved.

The president of the university shall make appointments to the University Judicial Board upon recommendation of the Assistant Vice President for Student Affairs/Dean of Students. Members shall serve one year staggered terms, and may be reappointed for one additional year. A quorum shall consist of three members, with no fewer than two faculty or staff members and one student, for the purpose of hearing cases and conducting business.

ASSOCIATE DEAN OF STUDENTS

The Associate Dean of Students shall adjudicate cases and serve as an appellate official on cases heard initially by the University Judicial Board. The Associate Dean of Students may refer cases to the Assistant Vice President for Student Affairs/Dean of Students as deemed appropriate. Cases heard by the University Judicial Board may be appealed to the Associate Dean of Students. In instances when the decision involves suspension from the University an appeal may be made to the Assistant Vice President for Student Affairs/Dean of Students, who shall review the case and render a final decision. In the case of expulsion from the University, the final decision will be made by the President of the University, after being reviewed by the Assistant Vice President for Student Affairs/Dean of Students.

ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS/DEAN OF STUDENTS

The Assistant Vice President for Student Affairs/Dean of Students serves as the hearing officer for cases referred by the Associate Dean of Students and as the final appeals officer for those cases which have been initially adjudicated by the University Judicial Board or by the Associate Dean of Students. For these appeal cases, the decision of the Assistant Vice President for Student Affairs/Dean of Students is final except if the recommended sanction is expulsion from the University, in which case the appeal may be reviewed by the President.

AD HOC JUDICIAL PANEL

In instances where it is unreasonable burdensome or impractical to conduct a formal hearing, the Associate Dean of Students or the Assistant Vice President for Student Affairs/Dean of Students may convene an Ad Hoc Judicial Panel to hear cases. The Ad Hoc Panel is used in instances in which circumstances of the case require an immediate decision for which no other hearing body can reasonably be convened.

In those cases where, in the opinion of the Assistant Vice President for Student Affairs/Dean of Students, a hearing is required but sufficient time is not available to convene any of the standing judicial boards, an Ad Hoc Judicial Panel may be appointed.

PRESIDENT

Only in those cases where the recommended sanction is **expulsion** from the University can a student appeal to the President of the University. All appeals of this nature are to be made in writing and the President will review the written information in making a decision on the case.

DISCIPLINARY PRE-HEARING AND HEARING PROCEDURES

PRE-HEARING PROCEDURES

Students who are charged with a violation of the Standards of Conduct will have the opportunity to handle their cases administratively in a pre-hearing. During the pre-hearing meeting students can accept responsibility for the charges that have been placed against them and receive written documentation explaining their sanctions and any additional information they may require. Failure to attend a pre-hearing meeting will be considered an admission of responsibility to the violation(s). A decision will be rendered in the student's absence, and a sanction, including the potential for a fine and parental notification, will be imposed without the student's input.

During the pre-hearing the student will be given the opportunity to discuss this incident further, ask questions and review relevant information available in your judicial file. You will also have the option of taking responsibility for the charge(s) in the pre-hearing meeting or of contesting the charge(s) by pleading not responsible. If the student chooses to plead not responsible to all or any of the charge(s) that have been placed against him or her, an Administrative or University Judicial Board hearing will be scheduled.

**Students who accept responsibility in a pre-hearing meeting waive their right to an appeal.*

DISCIPLINARY HEARING PROCEDURES

Students who are charged with violation of the University's Standards of Conduct are entitled to a disciplinary hearing before a judicial panel or officer. Hearings are scheduled as soon as possible after receipt of the incident report. Students who are found responsible of violations and notified of their sanctions but who fail to comply with their disciplinary sanctions will be considered in violation of the Standards of Conduct (more specifically with "Failure to Comply") and are not entitled to a hearing on the charge that they have failed to comply with sanctions previously issued. An additional sanction will, therefore, be applied without the benefit of a hearing.

Disciplinary hearings are considered private, and attendance at hearings is restricted to those individuals directly involved in or eyewitnesses to an incident, or who have requested by the accused or the hearing board or officer to attend. It is the responsibility of the hearing officer to take reasonable measures to assure an orderly hearing, including removal of persons who impede or disrupt proceedings.

The following procedures will govern all hearings conducted by a judicial body or functionary:

1. When a student's case is scheduled to be heard before the University Judicial Board, he or she may opt, in writing, to have his or her case heard administratively by a hearing officer rather than have the charge(s) referred to a board for the decision. As such, the student waives his or her right to a panel hearing and the related procedural guarantees provided in a board hearing but retains the right to appeal. The student will be required to sign the waiver at the time of the preliminary interview. Under certain conditions, the Assistant Vice President for Student Affairs/Dean of Students may agree that a student charged with an offense may be suspended from the University rather than face a judicial hearing. A student must request the option of suspension in writing and must stipulate that the petition is voluntary. All conditions regarding suspension will apply, and the charge(s) and sanction will be noted in the student's record.

Note: The infraction must be one for which the sanction is applicable. For all cases occurring during the last two weeks of the semester or summer term, the Associate Dean of Students will handle the case administratively or refer them to an Ad Hoc panel in order to assure a timely resolution of the cases.

2. In cases referred for adjudication, a student is informed in writing of the charge(s) and the time and place of the hearing, with at least seventy-two (72) hours notice. Students showing just cause to the hearing officer may be granted additional time to prepare a defense, provided the request is made by the student to the hearing officer at least forty-eight (48) hours in advance of the hearing. The student may waive the notice period if he or she prefers to have the hearing sooner than scheduled.

3. The most accurate and fair review of the facts occurs when all parties are present. As such, the accused is expected to attend. If he or she chooses not to attend, the charge(s) will be reviewed as scheduled on the basis of the information available, and a decision will be made. However, no decision shall be based solely on the student's failure to attend the hearing or answer the charge(s).

4. The accused student(s) may submit a written statement, may invite witnesses on his or her behalf, and ask questions of witnesses called by other persons. The accused student is responsible for notifying his or her witnesses of the hearing date, time, and place.

5. The accused student(s) may be represented by a member of the University faculty or staff to serve as an adviser. In all hearings, the adviser may counsel the student and participate in the hearing.

6. The accused student(s) may challenge any member of the hearing board for good cause and request that he or she be disqualified and replaced, subject to the discretion of the hearing board chair-

person. The chairperson, if challenged, may be excused at the discretion of a majority vote of the hearing board.

7. Members of the University Judicial Board are expected to disqualify themselves when a case involves a personal friend or someone toward whom the member does not feel he or she can be objective.

8. The accused student(s) has the right to face his or her accuser(s) at the hearing.

9. Written statements signed by a witness, accepted and verified by the hearing officer or head of the hearing board as that witness' statement may be used if, for reasonable cause, the witness cannot attend the hearing. "Reasonable cause" will be determined by the Associate Dean of Students.

10. The accused student(s) is presumed not responsible until proven responsible; however, the Assistant Vice President for Student Affairs/Dean of Students or the Associate Dean of Students may temporarily suspend the student if the alleged offense is of such a nature that the student's presence on the campus while awaiting a hearing is unwise or may be a clear and present danger to members of the University community as determined by the Assistant Vice President for Student Affairs/Dean of Students. In such cases, a hearing before an Ad Hoc Judicial Panel may, at the option of the Assistant Vice President for Student Affairs/Dean of Students, be arranged at the earliest possible time.

Note: In instances when a student has been charged with or arrested on the charge of having committed a crime of violence, the University may at its discretion administratively withdraw the student until such time the matter has been resolved through court action and return is contingent on the University's assessment that the individual does not present a possible danger to the campus community and that his or her return is in the best interest of the University and its students.

The University reserves the right to permanently dismiss the student regardless of the outcome of the court proceedings. The University will consider the following factors in determining a student's status:

a. Nature of the crime with which the student has been charged;
b. Outcome of the criminal proceedings against the student, and the reason for that outcome;
c. Evidence indicating that the student is responsible of the crime with which the student has been charged;
d. Cooperation of the student in making full disclosure to the University and releasing records and other information to the University;
e. Student's apparent commitment to his or her education (including student's academic record, student's progress toward degree and chosen field of study, classroom attendance and involvement in University activities); and

f. Any other factors which the University deems appropriate.

The University will not make a determination as to the student's being responsible or not responsible. Thus, the University needs not to be convinced beyond a reasonable doubt that the student is responsible of the alleged crime before permanent dismissal of the student from the University.

11. The accused student(s) has the right to testify or not testify on his or her behalf. Students who perjure themselves during the hearing will be charged with the appropriate violations of the Standards of Conduct and will be given the respective sanction after a hearing on the allegation of lying and/or other violations.

12. The accused student(s) has the right to be present during the presentation of all evidence against him or her and to challenge the evidence or testimony provided during the hearing.

13. The accused student(s) has the opportunity to question all witnesses. It is the responsibility of the chairperson of the hearing board to supervise any questioning and, at his or her discretion, strike any questions which are not germane to the case.

14. All matters upon which the decision may be based must be introduced and discussed at the hearing and the decision is always based solely on the evidence presented. Past violations against the accused student(s) may not be mentioned, although a record of previous infractions may be presented to the board after determination of responsibility has been reached so that an appropriate sanction may be applied.

15. A record of minutes will be taken during the hearing, but not during the deliberation process.

16. After all evidence has been presented all persons except board members will be excused from the hearing room, and a determination of responsible or not responsible will be made by the hearing board or officer. If responsibility is determined, the student's involvement in past violations may be revealed for the purpose of assessing a sanction.

17. The Chief Justice, Chairperson, or Judicial Officer will present a written recommendation to the Associate Dean of Students immediately after the conclusion of the hearing.

18. The Associate Dean of Students reviews the findings of the University Judicial Board and then renders the appropriate sanction. Written notification of the outcome of the hearing is sent to the student within 72 hours after the hearing has concluded. Such notification shall include the judicial board's findings, the sanction, and information about the appeal process.

19. The sanction imposed by a board or administrative functionary does not become effective until available appeals have been exhausted or rejected by the student within the specified time allowed for appeals, except when, in the determination of the Assistant Vice President for Student Affairs/Dean of Students, the student's presence on campus constitutes a clear and present danger to the student and/or others in the University community.

20. Unlike proceedings of courts of law, **University hearings do not require conclusive proof or "responsibility beyond the shadow of a doubt."** Instead, the preponderance of evidence is sufficient for the hearing officer or board to decide if a violation has occurred.

The Assistant Vice President for Student Affairs/Dean of Students has "emergency powers" which maybe exercised to suspend these procedural regulations when in that officer's judgment conditions are such that an emergency situation exists which makes it impossible for the system or University Judicial Board and administrative functionaries to perform. When this occurs the Assistant Vice President for Student Affairs/Dean of Students may substitute for them arrangements for handling disciplinary matters to ensure the orderly functioning of the University and also safeguard the basic rights of the students.

OUTLINE OF TYPICAL HEARING PROCEDURE

A typical hearing board procedure is designed to follow the basic outline below:

1. All witnesses, the accused and his or her advisor, and the hearing board members will meet. The Chairperson of the University Judicial board, or the convener of the board or panel, will stress confidentiality to all participants.

2. The witnesses will leave the room and the charge(s) will be read to the student. The student will respond to the charge(s) and state **"responsible"** or **"not responsible"** to each charge.

3. The accused student will be allowed to make a statement.

4. Those witnesses who substantiate the charge(s) will be asked to make statements.

5. Those witnesses who can refute the charge(s) will be asked to make statements.

6. The accused student(s) will be asked to offer any further evidence or statement(s) on his or her behalf.

7. The accused student(s) and his or her advisor will leave the hearing room and the hearing board members will deliberate and vote "responsible" or "not responsible" on each charge. A majority vote

(which shall be by secret ballot) of the voting members of the hearing board is required for a decision. Only in the case of tie will the Chairperson, Chief Justice, or convener vote.

8. Should the decision be "responsible", the hearing board members will be given information concerning any prior offenses. The hearing board may consider prior offenses solely for the purposes of determining the appropriate sanction to be imposed.

RECORD OF PROCEEDINGS

The University will endeavor to make a record by written note, tape, or other recording method (chosen by the hearing officer or panel) of all evidentiary hearings, but not of the judicial deliberation process. The University's failure to make such a record, for reasons within or out of the University's control, will not be basis for error, appeal, or overturning the disciplinary decision. Tape recordings may be made available to the accused student(s) for a nominal fee upon presentation of written request to the Associate Dean of Students. Tape recordings of the hearing will not be made available to the student once he or she has exhausted the appeal process.

DISCIPLINARY SANCTIONS

The intentions of disciplinary sanctions are to educate students about responsible behavior, to maintain social order, and to protect the rights of others. Sanctions may be imposed singularly or in combination for individuals or student organizations. Students are also advised that a disciplinary sanction imposed by the University does not preclude the possibility that a separate criminal or civil prosecution may also follow, and that, conversely, questionable conduct in the non University community may be grounds for University disciplinary action as well.

Students placed on a Disciplinary Sanction of Disciplinary Probation, Deferred Suspension from the University or Deferred Suspension from the Residence Halls, are expected to demonstrate a positive change in their behavior. During this period, the student shall be denied participation in intramural, intercollegiate, and club sports. Such students may not represent the University in any public function or performance, hold office in a student organization, or be eligible to join a fraternity, sorority, or social fellowship while they are completing one of the sanctions listed above.

In those case involving crimes of violence, the Campus Security and Student Right to Know Act of 1990 provides that the University may, upon the request of the person bringing charges of a crime of violence, disclose the outcome of the case to the charging party. Such notification shall be provided verbally.

As a rule, parents of dependent students are apprised of the disciplinary decision in cases that results in a student being suspended from

housing and or the University. Parents are also notified of a disciplinary decision stemming from alcohol and or drug charges.

Although all equitable circumstances will be considered and sanctions fairly imposed, students found responsible of violations should not expect leniency in application of the sanctions for reasons of student classification, the time of the semester or term, or any other unrelated factor.

Students who have not completely fulfilled their disciplinary sanctions may be allowed to pre-register for classes provided all other conditions have been met; however, their pre-registration will be canceled if the students fail to comply with all of the sanctions by the end of the current semester. All sanctions imposed by the University are effective immediately, and will not be postponed to accommodate exam, graduation, or other schedules.

DISCIPLINARY WARNING OR REPRIMAND

A disciplinary warning or reprimand is an official statement of censure, warning the student of unacceptable conduct in an incident considered to be one of minor consequences. The official warning or reprimand is a written notification to the student that he or she has been found responsible of a violation and that any other violation of the Standards of Conduct for which the student is found responsible will result in more severe disciplinary action. In addition, the warning or reprimand will become a matter of record in the Office of the Assistant Vice President for Student Affairs/Dean of Students

PARTICIPATION IN SPECIAL WORKSHOPS

In some instances students may be required to assist in developing, coordinating, and evaluating special workshops related to the nature of the offense which the student has committed. Students may be required to participate in special workshops to enhance their own knowledge and understanding of a particular topic related to the offense committed. In such instances, students are required to be prompt, attentive, and to present a well-written, typed summary of the activity to the judicial officer or body within 24 hours of the event. Failure to comply with this sanction will result in additional sanctions or fines.

RESEARCH ASSIGNMENTS

Based on the nature of the offense, the student may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be completed by the deadline specified, must be thorough, comprehensive, typed and scholarly. The completed project must also conform to other specifications given by the judicial officer or body. Failure to comply with these terms will result in additional sanctions or fines.

COMMUNITY/UNIVERSITY SERVICE

Students who are found responsible of violating the Standards of Conduct may be given work assignments at the University or in the local community. Community service hours is designed to benefit the student and the University or community. A student who intends to enter a plea of responsibility may propose a community or university service project of a constructive or educational nature. On-campus assignments may include but are not limited to working with the Physical Plant, Food Services, Residence Life, Career Planning and Placement, Counseling and Testing Center, Health Center, Library, Bookstore, and The Office of Student Affairs. Off campus assignments will usually be made in conjunction with a human services or volunteer service agency. All assignments must be completed within the time period designated and to the satisfaction of the assigned supervisor. Students who fail to complete their assignments, those who do so in an unsatisfactory manner, or those who fail to complete the project within the specified time period will be considered in violation and may be temporarily suspended from the University. Examples of off-campus community service projects include, but are not limited to, the following: collecting and delivering food items for the local food pantry; working in a soup kitchen; collecting and delivering items for the women's shelters, homeless shelter, children's homes, and low-income housing groups; tutoring; working with the Boys Club, and collecting data for research projects.

RESTITUTION

Restitution is reimbursement for damage to or misappropriation of University or personal property. It may be in the form of money, service, or other compensation, subject to the discretion of the hearing person or body, and with the concurrence of the Assistant Vice President for Student Affairs/Dean of Students with regard to the specific restitution. Students who fail to make restitution as requested may be temporarily suspended from the University.

LOSS OF PRIVILEGES

A student who receives this sanction shall be notified in writing as to the privilege which he or she has lost. This written notification shall indicate the time period for which the student has lost certain privileges or must abstain from certain activities.

JUDICIAL FINES

Fines may be assessed to the student found responsible of committing an infraction. The amount of the fine varies according to the severity of the offense. A date of when the fine (paid in cash or money order) will be given to the student in writing. Fines must be paid in the Office of Student Affairs. Failure to pay one's fine will result in temporary suspension from the University. If a student appeals the decision of a judicial

panel or officer, the fine is not due until notification of the final decision. Deadlines for payment of fines will not be extended except under extraordinary circumstances as authorized by the Associate Dean of Students.

HOUSING RELOCATION

In such cases the student will be required to move to another room or residence hall because of his or her lack of willingness to comply with the rules and regulations of his or her present residence hall community. This sanction will be made in instances where the hearing board or official feels the student would benefit from a change of environment in order to conform to acceptable group living standards.

DEFERRED SUSPENSION FROM RESIDENCE HALLS

Deferred Suspension from the Residence Hall is a definite period of observation and review. If you are again found responsible of violating a University rule or regulation, particularly within a residence hall, or violating an order of a hearing officer or the appellate board, suspension from all University housing and/or restriction from entering any University residence hall may take effect immediately.

LOSS OF HOUSING

Judicial boards or officials may mandate that a student lose his or her privilege of residing in University housing as a part of an imposed sanction. If a student loses University housing privileges, a letter will be sent to his or her parents notifying them of the student's loss of housing.

DISCIPLINARY PROBATION

Students placed on disciplinary probation are expected to demonstrate a positive change in their behavior. During the period of probation, the student shall be denied participation in intramural, intercollegiate, and club sports. Such students may not represent the University in any public function or performance, hold office in a student organization, or be eligible to join a fraternity, sorority, or social fellowship during their probationary status. In addition, the sanction of probation will become a matter of record in the Office of Student Affairs. Students who may have been on disciplinary probation twice in the same academic year will receive strict sanctions due to excessive violation.

DEFERRED SUSPENSION FROM THE UNIVERSITY

During this period of Deferred Suspension from the University, should you be referred to the Judicial System and again be found responsible of any violation of the Standards of Conduct, you will be suspended from the University immediately.

SUSPENSION

Suspension is used in cases of serious misconduct or in cases when the student has violated the condition of his or her probation. A student who is found responsible of a violation during the period in which he or she is on disciplinary probation, or who commits an offense serious enough to warrant suspension may be suspended from the University for the remainder of that semester or term, and/or additional periods. Usually the designated period of suspension does not exceed one year. Suspensions are recorded on the student's permanent record. Students suspended from the University are required to return their student identification card, room keys and laptop and may not return to the campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with the **prior** permission of the Assistant Vice President for Student Affairs/Dean of Students. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Johnson C. Smith University will be threatened; such persons may also be charged with trespassing, in which case, they will be subject to arrest. During the period of suspension the student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the faculty's class roll. The student will not get credit for course assignments, papers, projects, make-up work, or other course-related work during the period of suspension; the student's relationship with the University is terminated. If a student is suspended from the University, a letter will be sent to his or her parents notifying them of the suspension.

INDEFINITE SUSPENSION

Indefinite Suspension means that a specific date has not been recommended for the readmission of the suspended student. The sanction used in cases of extremely serious misconduct where the appropriate hearing body desires that evidence of rehabilitation be presented by the student before he or she is readmitted to the University. Suspensions are recorded o the student's permanent record. Students suspended from the University are required to return their student identification card, room keys, and laptop and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with the **prior** permission of the Assistant Vice President for Student Affairs/Dean of Students. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Johnson C. Smith University will be threatened; such persons may also be charged with trespassing, in which case, they will be subject to arrest. During the period of suspension the student is not eligible or entitled to receive any University services. His or her name is deleted from the roster of enrolled students and from the faculty's class roll. The student will not get credit for course assignments, papers, projects, make-up work, or other course-related work during the period of suspension; the student's relationship with the University is ter-

minated. If a student is suspended from the University, a letter will be sent to his or her parents notifying them of the suspension.

EXPULSION

Expulsion is the most severe sanction which can be imposed upon a student for violation of disciplinary procedures. Expulsion is permanent dismissal from the University, and the student is subject to the conditions and restrictions cited under disciplinary suspension, except that the student is not eligible to apply for readmission to the University. Expulsions are recorded on the student's permanent record. Students expelled from the University are required to return their student identification card, room keys, and laptop and may not return to the campus. If an expelled student returns to the campus without permission, he or she will be charged with trespassing, in which case, he or she will be subject to arrest. During the period of expulsion, the student's relationship with the University is permanently severed. If a student is expelled from the University a letter will be sent to his or her parents notifying them of the expulsion.

NOTIFICATION OF DISCIPLINARY ACTION AND DECISONS

Students who are accused of being involved in incidents that are in violation of the Standards of Conduct should expect to be contacted by the Office of Student Affairs regarding a pre-hearing meeting and/or a University Judicial Board hearing. The judicial officer and boards will make every attempt to promptly notify the student of a conference or hearing regarding his or her alleged violation; however, inability to notify a student through reasonable means (certified mail, campus mail, telephone, etc.) does not entitle the student to any further consideration in terms of postponing the hearing of a case. While every effort will also be made to promptly notify students whose cases have been adjudicated, each student whose case has been adjudicated is expected to contact the Assistant Vice President for Student Affairs/Dean of Students within seventy-two (72) hours after the conclusion of the hearing to receive the decision in the case.

It is a reasonable expectation that students will receive notification via their campus mail boxes on the same day the notice is sent, provided notification is delivered to the campus Post Office by 10:00 a.m. It is also expected that mail delivered to the campus Post Office after 10:00 a.m. will be received by the student, at the latest, by 5:00 p.m. the following day. Mail that is hand-delivered is noted as having been received at the time it is delivered to the student. Notification sent by first-class mail is expected to be received by the student within three business days if within the City of Charlotte and within four days elsewhere. Extensions may be granted to students who show, on the basis of the certified mail receipt, that the mail was delayed.

DISCIPLINARY APPEALS

The student's letter or written request for an appeal must clearly delineate the grounds for the appeal and include pertinent information that will assist the judicial officer or board in determining whether an appeal is warranted. Also, the date and student's signature must be included in the written request for an appeal. A student is entitled to an appeal only if one or more of the four conditions are met. Decisions on whether one or more of the conditions are met are to be made at the sole discretion of the appropriate appeal officer or board. By these guidelines, a student is entitled to appeal only once. If a student's request for an appeal is denied, the student is not entitled to any further appeal of the decision in his or her case. Further, if an appeal hearing is granted or the previous decision is overturned, the student is not entitled to any further appeal, and the decision rendered by the appellate officer or board will stand. Only in very unusual circumstances, and then only upon the determination of the Associate Dean of Students, will a student be entitled to request a second appeal of the decision in his or her case.

It is noted that in instances where a student fails to comply with the sanctions imposed by a judicial body or functionary, additional and more severe sanctions will be imposed without the benefit of a hearing, and the student will not be entitled to an appeal of the decision to impose additional sanctions. Further, a student may not appeal on the basis of not having received proper notice unless he or she notifies the hearing officer or panel prior to the beginning of the hearing that sufficient notice was not received and, in the judgment of the hearing officer or panel, there is reason to believe that proper notice may not have been given. Note that students who fail to pick up mail from their UPO Boxes, who fail to pick up correspondence as otherwise instructed, or who, due to negligence on their own part, fail to receive proper notice, may not use "insufficient notice" as the basis for an appeal.

A decision of a judicial board or administrative functionary may be appealed on one or more of the following grounds:

1. Substantial violation of the hearing procedure;
2. Arbitrary and unreasonable action or decision on the part of a judicial body or functionary;
3. Failure to accord fundamental fairness; or
4. Existence of new information or facts that were unavailable at the original hearing and which could affect the hearing board's sanction.

All requests for an appeal must outline the following:

1. If the appeal is based on new facts:
   a. description of new evidence;
   b. name(s) of anyone who could present this evidence if any);

c. reason(s) why the evidence can contribute to a decision other than that which was originally made.

2. If the appeal is based on arbitrary or unreasonable action or decision, the request must include specific information indicating why the sanction is unreasonable in light of the charge(s).

3. If the appeal is based on substantial violation of hearing procedure;
   a. citation of specific procedural errors, with appropriate reference;
   b. reason(s) why procedural error was not mentioned in the original hearing; and
   c. reason(s) why correction of error can contribute to a decision other than that which was originally made.

4. If the appeal is based on failure to accord fundamental fairness, the request must include specific information about the student's perceived denial of fairness.

NOTE: The written appeal must be clear and specific, as the appeal body considering the appeal may base its decision solely on the written appeal.

FILING AN APPEAL

All appeal notices must be filed in writing to the appropriate appeal person or body within forty-eight (48) hours after receipt of the decision as specified herein. The appeal request must state the specific grounds of the appeal as described in the preceding section. Official University holidays, weekends, and school closings are excluded in determining the time periods within which appeals are to be filed.

For cases initially adjudicated by the University Judicial Board, a student desiring to file an appeal must do so in **writing,** to the Associate Dean of Students, within forty-eight (48) hours following the student's receipt of the decision. The Assistant Vice President for Student Affairs/ Dean of Students will determine whether there are grounds to grant an appeal and notify the student of the decision within seventy-two (72) hours after receipt of the student's appeal notice. If an appeal conference is needed to consider the matter further, the notice shall include the time and place at which the student is to be present. The decision of the Associate Dean of Students is final, except as otherwise permitted by the Assistant Vice President for Student Affairs/Dean of Students.

In cases initially adjudicated by the Associate Dean of Students, the student desiring an appeal must file a **written** notice of appeal with the Assistant Vice President for Student Affairs/Dean of Students within forty-eight (48) hours following the student's receipt of the decision. The Assistant Vice President for Student Affairs/Dean of Students will consider the request for an appeal and will make a determination as to whether there are grounds to grant an appeal. An appeal conference with the stu-

dent may be desirable, and the student will be notified in writing within seventy-two (72) hours of receipt of his or her appeal as to whether the appeal will be granted or whether an appeal conference is needed.

The Associate Dean of Students is the final appellate officer for students whose cases have initially adjudicated by the University Judicial Board, except as permitted by the Assistant Vice President for Student Affairs/Dean of Students.

The decision of the Assistant Vice President for Student Affairs/Dean of Students is final except in cases involving expulsion from the University. In cases involving expulsion, the student may appeal the sanction to the President of the University, in writing, with a copy to the Assistant Vice President for Student Affairs/Dean of Students within forty-eight (48) hours of the receipt of the decision of the Assistant Vice President for Student Affairs/Dean of Students. All appeals of this nature must be in writing, since the President is not obligated to confer with the student and may choose to review only the written information in making a decision.

The sanction imposed by a judicial board or officer does not become effective until all available appeals have been exhausted or rejected by the student within the time periods designated for appeals, except when in the determination of the Assistant Vice President for Student Affairs/ Dean of Students the student's continued presence on the campus constitutes a clear and present danger to the student and/or others in the University community.

FILING A COMPLAINT

Formal complaints must be filed with Campus Police. Reports will be sent directly to the Associate Dean of Students for resolution or to be processed through the judicial system.

THE DISCIPLINARY PROCESS

The nature of disciplinary procedures at Johnson C. Smith University is formed by basic legal opinions regarding the administration of discipline in post-secondary institutions. It is designed to ensure all rights which a private educational institution might be constitutionally or contractually obligated to provide. The Standards of Conduct apply to all students, on and off the campus, during the time that they have a student relationship with the University. Disciplinary action under these guidelines may be taken against an individual who has been admitted as a student to the University, whether or not the individual is registered for classes (e.g., during semester breaks and in the summer).

The implementation of disciplinary procedures is held to be a function of the educational and developmental process. Furthermore, student discipline is an administrative process carried out by administrative personnel and actions. Student discipline, therefore, may not be construed as a form of criminal proceeding, and a student disciplinary hearing is not the same as a trial or court proceeding.

A disciplinary process does not require proof of responsibility beyond a reasonable doubt. A student's responsibility, however, should be established by clear and convincing evidence. Procedures used in criminal and civil courts do not govern college judicial proceedings, conclusive proof is not applicable, and deviations from prescribed procedures shall not invalidate a proceeding or decision unless significant prejudice toward an accused student or the University results. A preponderance of the evidence is sufficient for the hearing body to make a decision.

Students who are alleged to be in violation of University policies or regulations, as an individual or as members of a group or organization, will be accorded "fundamental fairness" and given a fair hearing and the right to an appeal. Judicial proceedings will be formal, fair, thorough, and as expeditious as possible.

ADMINISTRATION OF THE DISCIPLINARY PROCESS

In his or her role as the Chief Executive Officer of the campus, the President has the responsibility for maintaining a campus environment conducive to learning and achievement of the University's mission. Whereas he or she supervises the administration of student discipline, the responsibility for the actual daily operations of the judicial system rests with the Office of Student Affairs.

The Office of Student Affairs has the responsibility for the daily administration and enforcement of the campus judicial system. Additionally, the Office of Student Affairs works with students to encourage support of and compliance with the University's Standards of Conduct; provides training to hearing bodies; adjudicates alleged student violations; and provides administrative support for all judicial bodies.

The Associate Dean of Students is responsible for the coordination of the University's disciplinary process. He or she is responsible for reviewing all alleged violations, conducting investigations when appropriate, referring discipline cases to judicial bodies, arranging conferences or hearings with the student(s) involved, adjudicating certain disciplinary referrals, notifying the student of the time and place of the hearing or conference with certain judicial bodies, hearing appeals, informing students of decisions rendered, and notifying parents and other members of the University community, as appropriate, regarding actions taken.

In consultation with the Office of Student Affairs, the Office of Campus Police receives, investigates, and handles those complaints where violations of public laws are indicated, when a felony is committed, or when assistance from that office is otherwise requested or needed. The University may then take the necessary disciplinary action, based on the infraction alleged to have been committed by the student.

Judicial officers and boards are charged with determining a student's responsibility or lack of responsibility and shall review the student's dis-

ciplinary record and make a **recommendation** to the Associate Dean of Students regarding an appropriate sanction. The Associate Dean of Students shall review all recommendations for sanctions presented by the various judicial officers and boards, determine the validity of the findings, review the student's disciplinary history, make the final determination regarding sanctions, and notify the student and other appropriate parties of the decision. Findings of responsibility and imposed sanctions may be appealed by following the appropriate appeal procedures.

STANDARDS OF CONDUCT

INTRODUCTION

A University community can function effectively only when the rights and obligations of its members are recognized. All students, therefore, must be especially conscious of individual dignity, rights, needs and aspirations. This involves thoughtful consideration of the welfare and reputation of the University and its members. Of particular concern to the University are the following areas of misconduct, which may result in disciplinary action, including suspension or dismissal from the University. (Students should note that this code is not exclusive; other prohibited conduct may be specified in the *University Catalog* or other University regulations.)

The Standards of Conduct exist to protect the persons who comprise the University community, as well as the rights and property of the University. These standards also foster and enhance the academic mission of the institution. While the Standards of Conduct do not include all of the activities that may adversely affect the University community, they do apply to the conduct of all students and student organizations while on University premises and off the campus so long as the student or student organization maintains a student relationship with the University. University premises include all lands, buildings, and facilities owned, leased, or operated by the University. The University reserves the right to sanction currently enrolled students for violations of the Standards of Conduct, even if said violations occur off campus.

In accordance with University policy, disciplinary action under these guidelines may be taken against an individual, who has matriculated at the University, even though the student may not be currently registered for classes (e.g., during semester breaks and during the summer).

Persons are encouraged to promptly report violations of the Standards of Conduct to a University employee of; Campus Security, Residence Life and/or the Office of Student Affairs. As members of Johnson C. Smith University students are also subject to city, county, state, and federal laws. Therefore, legal action in addition to University disciplinary action may take place. The University's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, **will** be suspended from the University.

In its attempt to promote and ensure fairness and consistency in disciplinary decision-making, the University has suggested specific sanctions for violations of the Standards of Conduct. Adjudicators should consider the following suggested sanctions, and students found responsible of infractions will receive, as a minimum, the sanctions indicated.

Other more severe sanctions may be imposed where deemed appropriate and necessary. Moreover, prior offenses are cumulative and may subject the student to more severe penalties for subsequent offenses.

The student does not begin each semester, term, or school with a "clean" record.

The sanctions listed in the University Catalog will be applied for the offense of the violation described. The University reserves the right to apply a different sanction for a violation of the Standards of Conduct depending on the nature and gravity of the violation.

Because the judicial system is designed to help correct behavior and to fulfill an educational purpose, it is expected that any student who must go through the judicial process will, as a result, be duly warned about his or her behavior, encouraged to comply with the Standards of Conduct, and notified about possible sanctions if subsequent violations should occur. Moreover, the system of consequences must be imposed to maintain order and to protect the rights and privileges of others in the University community. **Therefore, students who are found responsible of the same offense or a second offense of equal or greater magnitude (as defined by the nature of the sanction) may be suspended from the University.**

Copies of the **University Catalog** are available to all students and can be obtained in the Office of Student Affairs. In addition, personnel in offices listed as follows will assist students in interpreting these policies, rules, and regulations.

Assistant Vice President for Student Affairs/Dean of Students
Office of Student Affairs

Associate Dean of Students
Office of Student Affairs

Director of Residence Life
Main Floor, Carnegie Building

Residence Hall Coordinators
All Residence Halls

The University may approve changes in policy, including revisions to the Standards of Conduct, from time to time. Those changes will be effective when made, will be promulgated as addenda to this handbook, and will be posted in the Office of the Assistant Vice

President for Student Affairs/Dean of Students. Each student is held responsible for knowledge of the regulations and information contained in this handbook and any amendments or additions. Students are, therefore, encouraged to be attentive and alert to any announcements concerning changes to the rules and regulations governing student conduct.

SPECIAL REGULATIONS FOR STUDENTS WHO HAVE BEEN CHARGED WITH OR ARRESTED FOR A CRIMINAL ACT

When a student is indicted or charged with commission of a criminal violation, a special procedure determines that student's status with the University until such time as the criminal proceedings are concluded. It is in the best interest of the University, other students, and the student charged with a serious criminal violation, for the University to determine whether or not that student's presence on campus during the tendency of criminal proceedings will present a potentially dangerous or disruptive situation.

Any student indicted or charged with a criminal violation defined as a felony under the North Carolina General Statutes or the laws of another state has an affirmative obligation to immediately notify the Assistant Vice President for Student Affairs/Dean of Students. This report must encompass all known charges against the student. The student will also have the opportunity to discuss the nature of the charges and any mitigating circumstances.

Once notified, the Assistant Vice President for Student Affairs/Dean of Students is authorized to take the following action in regard to that student:

1. Convening of an immediate disciplinary hearing seeking disciplinary sanctions up to and including expulsions of that student;

2. Temporary or indefinite suspension of the student pending final disposition of the criminal charges including appeal;

3. Restriction of the student's rights and/or activities on campus; or

4. Any other reasonable restrictions or remedies that the Assistant Vice President for Student Affairs/Dean of Students believes is in the best interest of the University.

If a disciplinary hearing before the University Judicial Board is not convened immediately by the Assistant Vice President for Student Affairs/Dean of Students, such a hearing may be conducted at any point, including after conclusion of the criminal proceedings against the student.

Factors to be considered by the Assistant Vice President for Student Affairs/Dean of Students in making the determinations described above include but not limited to:

1. The nature of the charges against the student;
2. Issues of personal safety;
3. Campus security;
4. Cooperation of the student;
5. The nature of the evidence against the student;
6. Prior civil or criminal records of the student; and
7. Any other factors or evidence deemed appropriate.

The University shall make every effort to expedite a decision under these circumstances and will communicate its decision to the student in writing. Any student who disagrees with the decision of the Assistant Vice President for Student Affairs/Dean of Students may appeal that decision to the President of the University or his or her designee. Such appeal must be presented in writing within 48 hours of the student's receipt of the written decision of the Assistant Vice President for Student Affairs/ Dean of Students. The decision of the President of the University in such matters is final.

THE UNIVERSITY RESERVES THE RIGHT TO IMPOSE SANCTIONS THAT IT DEEMS AN APPROPRIATE RESPONSE TO STUDENT MISCONDUCT. THE FOLLOWING VIOLATIONS AND SANCTIONS ARE ONLY EXAMPLES OF MISCONDUCT, SANCTIONS MAY BE IMPOSED FOR CONDUCT NOT DESCRIBED BELOW, DISCIPLINE WILL BE DECIDED ON A CASE BY CASE BASIS AND MAY DIFFER FROM THE SANCTIONS DESCRIBED BELOW.

SECTION 1. ALCOHOLIC BEVERAGES

A. Drinking alcoholic beverages on University-owned or controlled property by students. University property shall include classrooms and residence hall rooms; academic, activity, office, and administrative buildings; all open spaces on the campus; all dining rooms and snack bars; all hallways, stairwell, lounges; bathrooms; and in other student residences owned, controlled, or administered by the University; and all sports areas on and off the campus in which Johnson C. Smith University events take place.

> Penalty may include, but not limited to, disciplinary probation for one semester, 24 hours University Service/ Community Service, completion of the Counseling Center's Alcohol and Drug Awareness program, parental notification and a fine.

B. Possession of alcoholic beverages, in opened or unopened container, anywhere on University-owned property, including cars and other vehicles, by students.

Penalty may include, but not limited to, disciplinary probation for one semester, 24 hours University Service/ Community Service, completion of the Counseling Center's Alcohol and Drug Awareness program, parental notification and a fine.

C. Being under the influence of alcoholic beverages on the campus, which means that one who, having consumed alcoholic beverages, experiences a loss of the normal use of his or her mental and/or physical faculties, including but not limited to slurred speech, loss of motor coordination, aggression, loss of memory (blackouts), or abusive behavior.

Penalty may include, but not limited to, disciplinary probation for one semester, 24 hours University Service/ Community Service, completion of the Counseling Center's Alcohol and Drug Awareness program, parental notification and a fine.

D. Possession and/or consumption of alcoholic beverages by students under the age of 21 years old. This includes possession and/or consumption by persons under the age 21 on college-owned property, at a campus event, at areas off the campus at which University-sponsored events takes place, at other areas off the campus, or while returning to campus after consuming alcoholic beverages.

Penalty may include, but not limited to, disciplinary probation for one semester, 24 hours University Service/ Community Service, completion of the Counseling Center's Alcohol and Drug Awareness program, parental notification and a fine.

E. Providing/Distributing alcohol to minors.
This includes any individual or organization that provides or distributes alcohol to an individual below the age of 21 years.

Penalty may include, but not limited to, suspension from the University for individuals and the organization for one year and a fine.

F. Sponsorship on campus of any activity involving the unauthorized use of alcoholic beverages by students in organizations recognized by the University.
This means any activity sponsored on the campus or on property owned or controlled by the University in which alcoholic beverages are used without specific University approval for use of such beverages. Sponsorship means that the activity or event is carried out be a student(s) or organization(s).

Penalty may include, but will not be limited to , disciplinary probation for one semester, parental notification and a fine.

G. Display or possession of Alcoholic Beverage Containers.
This refers to the display or possession of alcohol containers and includes making displays of cans or bottles, ornamental alcoholic beverage containers, etc. This also includes containers that are empty.

Penalty may include, but will not be limited to, disciplinary probation for one semester, 24 hours University Service/ Community Service, parental notification and a fine.

SECTION 2. DRUGS

Note: Individuals who are involved in any drug-related violations are subject to criminal action, and it is the duty of the University to report these individuals to legal authorities.

A. Possession, use, or the reasonable suspicion of possession or use of narcotics or drugs in any form. This means the illegal possession or use of narcotics or drugs, including prescription drugs without a valid medical prescription, on the person or in the possession of a student in any University owned or controlled property and/or at events sponsored by the University, and in areas outside the campus; also involves such related incidents that are subject to prosecution under local, state, and federal laws. Reasonable suspicion includes the presence or odor of marijuana and/or other narcotics and/or drugs in any form.

Penalty may include, but not limited to, a fine, parental notification, and suspension for one year, with return contingent on presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the University. Upon re-enrollment, the student must participate in the Counseling and Testing Center's Alcoholic and Drug Awareness program. Continued enrollment is contingent on the student's completion of the program as prescribed.

B. Distribution and/or sale of narcotics or drugs
This means the illegal distribution, and/or sale of narcotics, including prescription drugs without a valid medical prescription, on the person or in the possession of a student on any University owned or controlled property and/or at events sponsored by the University; also involves such related incidents that are subject to prosecution under local, state, and federal laws.

Penalty may include, but not limited to, disciplinary expulsion.

C. Possession of drug paraphernalia.
The illegal possession and/or use of drug paraphernalia, including, but not limited to, roach clips, bongs, scales, balances, sandwich baggies and their corners, sifters, spoons, chamber pipes, homemade pipes, film canisters, diluents, carburetor pipes, pipes using screens, water pipes, and any other equipment, products, and materials that can be directly linked to the usage of controlled substances. Drug paraphernalia is defined as all

equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, or concealing, or used to facilitate injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. Scope includes being on the person, in the residence halls, in a vehicle, or in the possession of a student on property owned or controlled by the University and/or at events and activities sponsored by the University, and involves related incidences that are subject to prosecution under local, state and federal laws.

> Penalty may include, but not limited to a fine, parental notification disciplinary suspension for one semester with return contingent on presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the University Upon re-enrollment, the student must participate in the Counseling and Testing Center's Alcoholic and Drug Awareness program. Continued enrollment is contingent on the student's completion of the program as prescribed.

D. Improper behavior or conduct on the campus which is a result of the use of drugs, which means that one who, having consumed or used drugs, experiences a loss of the normal use of his or her mental and/or physical faculties.

> Penalty may include, but will not be limited to, a fine, parental notification, disciplinary suspension for one semester, with return contingent on presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the University Upon re-enrollment, the student must participate in the Counseling and Testing Center's Alcoholic and Drug Awareness program. Continued enrollment is contingent on the student's completion of the program as prescribed.

E. Accessory to drug use, possession or sale.
This means aiding and abetting the possession, sale, or use of controlled or illegal substances.

> Penalty may include, but will not be limited to, a fine, parental notification, disciplinary suspension for one semester, with return contingent upon presentation of evidence of counseling in an approved facility and certification that the student is capable of returning to the University Upon re-enrollment, the student must participate in the Counseling and Testing Center's Alcoholic and Drug Awareness program. Continued enrollment is contingent on the student's completion of the program as prescribed.

SECTION 3. FALSE INFORMATION

Knowingly furnishing false information to the University or its officials, or other forms of dishonesty in University-related affairs. It includes making a false statement to any member of the University community with the intent of deceiving, including community perjury during disciplinary hearing.

Penalty may include, but will not be limited to, 24 hours University Service/Community Service, disciplinary probation for one semester (or suspension, depending upon the gravity of circumstances), a fine, and participation in counseling sessions in the University Counseling and Testing Center as directed by the Director of the center.

SECTION 4. DISORDERLY CONDUCT OR EXPRESSION

Disorderly Conduct means any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive of the rights of others.

It includes excessive noise, such as loud talk, shouting, loud stereo, radio, or television sets; horseplay, practical jokes, and general annoyances; throwing dangerous objects; throwing any object in a University dining facility or from the window of a University housing or other facility; habitual or repeated incidents of excessive noise, violation of quiet hours, running through the hallways, going out of entrance doors or entering through exit doors, and misuse of musical instruments and noise producing devices, in such a way to violate the rights of others to live in an atmosphere conducive to learning and study.

Such conduct also includes breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on; improper crossing of sidewalks and other walkways, gates, fences, and other barriers; and failure to bus one's food tray in the cafeteria. The scope of these activities includes University-owned or controlled property and University-sponsored or supervised activities. Inasmuch as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on the campus.

Penalty may include, but will not be limited to, a written reprimand and/or warning and disciplinary probation for one semester, and a fine.

SECTION 5. DISTRIBUTION OF PRINTED MATERIALS

Distribution of printed materials that are libelous, scurrilous, sexually explicit, pornographic, or that encourage violation of public laws or University regulations.

Penalty may include, but will not be limited to, a fine, disciplinary probation for one semester, removal of printed materials, and, where appropriate, retraction of statement and/or apology to persons toward whom such expression or activities are directed.

SECTION 6. MORAL OR DECENCY OFFENSES

Lewd, indecent, or obscene conduct or expression , or other moral or decency offenses.

Penalty may include, but will not be limited to, restitution, where appropriate, a fine, disciplinary probation for one semester, counseling, and/or suspension, based on the gravity of the offense.

SECTION 7. DISRUPTION OF UNIVERSITY ACTIVITIES

Disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service function, or other authorized activities on University premises or at University-sponsored or supervised functions.

Penalty may include, but will not be limited to, disciplinary probation and/or suspension for one semester, depending on the gravity of the incident, and a fine.

SECTION 8. GAMBLING

Gambling on University-owned or controlled property or at University-sponsored or supervised activities or functions.

Penalty may include, but will not be limited to, disciplinary probation for one semester and a fine.

SECTION 9. THEFT

A. Theft is defined as the wrongful taking of money or property without the consent of the owner and/or the secreting of anything stolen, regardless of where it occurred; stealing from another person, agency, institution or the University; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

Note: The value of the item(s) or goods stolen will not affect the level of sanction. Further, regardless as to where the incident of theft may have

occurred (i.e., on or off the campus), and whether or not the victim chooses to prosecute, the University will take the necessary disciplinary action against the student for violation of the Standards of Conduct.

B. Misappropriation
This refers to the taking of property belonging to another by mistake and/or without the owner's permission but with no intent to convert the property to one's personal use (e.g., wearing an article of clothing belonging to one's roommate without the expressed consent of the owner and with the intent of returning it; mistakenly and unintentionally taking an item mistaken for one's own). This also includes unauthorized moving or relocation of University furniture to one's own room or to some other area.

Penalty may include, but will not be limited to, disciplinary probation for one semester, restitution, and a fine.

C. Illegal and/or unauthorized possession or sale of property
Illegal and/or unauthorized possession, or sale of property of the University, an organization affiliated with the University, a member of the University community or a campus visitor. This includes the unauthorized possession of property which has been reported lost or stolen.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

D. Accessory to a theft
Knowingly giving aid before and/or after the fact regarding a violation of Sections 9a, 9b, or 9c.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

SECTION 10. INAPPROPRIATE OR UNAUTHORIZED GATHERING OF GROUPS OF STUDENTS

Gathering of groups of students on or adjacent to the campus in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the University or with the normal flow of traffic.

Penalty may include, but will not be limited to, disciplinary probation and/or suspension for one semester, depending on gravity of incident, and a fine.

SECTION 11. FAILURE TO COMPLY

A. Failure to comply with the direction of the University officials (including Resident Advisers) acting in the performance of their duties; failure to promptly show identification or to identify oneself to University official when requested; failure to comply with disciplinary sanctions. This includes direct disobedience of a lawful order of a University official, as well as failure to evacuate a building dur-

ing a fire alarm or when otherwise so ordered by a University official, fire department staff, or local law official.

Penalty may include, but will not be limited to, disciplinary probation for one year, 24 hours University Service/ Community Service, and a fine.

Note: For failure or refusal to present proper identification upon the request of a University official, the student will be detained by Campus Police and subject to arrest by Charlotte Police Department.

B. The willful failure of a student to allow University officials entry to his or her motor vehicle (as owner, operator, or registrant), residence hall room, or any other facility on campus upon grounds of reasonable suspicion.

Penalty may include, but will not be limited to, automatic disciplinary suspension for one semester.

SECTION 12. ATTEMPTED OFFENSES

An attempt to commit an act, on University property, or involving members of the University community in an offense that would be violation of the University Standards of Conduct or local, state, or federal criminal code.

Penalty may include, but will not be limited to, reprimand, a fine, 24 hours University Service/Community Service, or any available sanction for the offense or violation attempted.

SECTIONS 13. PETS AND ANIMALS

Having pets in buildings, including student residences, classrooms, offices, etc., except when needed in connection with a handicap and with the written permission of the Assistant Vice President for Student Affairs/Dean of Students

Penalty may include, but will not be limited to, reprimand, removal of pet by student, and a fine.

SECTION 14. HAZING

Hazing is against North Carolina state law, North Carolina General Statutes section 14-35, which defines hazing as "to annoy any student by playing abusive or ridiculous tricks upon him/her to frighten, scold, beat or harass him/her to subject him to personal indignity." Punishment for the misdemeanor offense consists of a fine not to exceed $500, imprisonment for not more than six months or both. State laws also requires that the faculty or governing board of a college of school expel any student convicted of hazing.

Note: The University may take disciplinary action independent of any court action.

Hazing in any form is prohibited in accordance with the law established by the state of North Carolina. The scope includes activities that are planned or unplanned, on or off the campus, and sponsored by fraternities, sororities, social fellowships, Greek-letter organizations, and other student organizations and groups recognized by the University. Examples of hazing include any form of paddling; physical or psychological shocks; morally degrading or humiliating activities or games; post-midnight work sessions; those activities which cause excessive physical fatigue; and activities which interfere with an individual's scholastic pursuits. Activities for prospective and new members shall not in any way conflict with a student's class attendance or preparation.

It is noted that hazing occurs not only in fraternities and sororities, but among other groups and individuals. In instances involving other groups and individuals, the sanctions are the same as those that apply to fraternities, sororities, social fellowships, and other Greek-letter organizations.

In cases involving hazing, the hearing bodies will consider all factors involved in the incident, including the use of alcohol, unforeseen circumstances, hidden physical and or psychological disabilities, pressure from the group, and so on, which may affect the individual's group's judgment. However, the presence of such factors does not minimize the risk and harm incurred by persons who are the victims of hazing and will not lessen the sanction. Individuals and organizations should also consider the personal risk involved for both the individuals and groups found responsible of hazing. Indeed, hearing bodies in such cases may discipline the prospective or new members who participates in hazing. Individuals should note that in the event of an injury, not only may the organization be liable, but the individual member(s) found responsible may also be liable.

The University sets forth the principle that becoming a member of an organization ought to promote the educational goals of the institution and the organization. Hence, it believes that hazing and other forms of harassment are detrimental to the success of fraternities, sororities, social fellowships, Greek-letter organizations, and other groups, and especially to those persons who are victims of such action.

The University's policy on hazing will be enforced, and violators will be prosecuted to the fullest extent of the law.

> **Penalty may include, but will not be limited to, disciplinary suspension of individuals and of organization for one semester, and a fine to each individual involved. North Carolina Carolina state law requires the faculty or governing board of a college or school to expel any student convicted of hazing.**

SECTION 15. PHYSICAL ABUSE

An encounter in which physical contact occurs between two or more persons, an encounter with blows or other personal violence, which

includes rape, sexual assault, pushing, shoving, and other acts of physical abuse, between two or more persons, or conduct which threatens or endangers the health or safety of another, including assault and battery on or off the campus.

Note: If weapons, or objects which are used as weapons or which may be constructed as weapons, are used in an altercation, the student is automatically suspended from the University.

A. Fighting

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, restitution, and one year disciplinary probation.

B. Assault

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, restitution, and one year disciplinary probation.

C. Rape or other sexual assault

Penalty may include, but will not be limited to, disciplinary expulsion.

SECTION 16. VERBAL ABUSE OR HARASSMENT

The use of verbally abusive language by any person on University-owned or controlled property or at University-sponsored or supervised events.

This includes language which degrades, insults, taunts, or challenges another person by any means of communication, verbal or non-verbal, so as to provoke a violent response, communication of a threat, defamation of character, use of profanity, verbal assaults, derogatory, sexist, or racist remarks or any behavior that puts another member of the University community in a state of fear or anxiety.

Penalty may include, but will not be limited to, disciplinary probation for one semester and a fine. When such abuse is directed toward a member of the faculty or staff, the minimum penalty shall be a fine, disciplinary probation, and one semester of disciplinary suspension. If the abuse is directed to a resident or staff person from a building in which the responsible student does not reside, the student will be banned from that building.

SECTION 17. MISREPRESENTATION

A. Misrepresentation

Penalty may include, but will not be limited to, disciplinary expulsion.

B. Forgery, alteration, destruction, misuse, or attempted or intended of misuse of University documents, records (including altering one's work time sheet), identification, or other property, and the unauthorized transfer, sale, and use of computer applications.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

C. Fraud
Fraudulently obtaining, fabricating, altering, falsifying, transferring, loaning, selling, or misusing, or attempting, or intending to misuse an ID card, meal card, enrollment validation sticker, library card, vehicle registration, or other University document or service; transferring, lending, or selling such items; giving false name, date of birth, Social Security number, or other identification to a University official; or otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.

Note: Student is subject to detention and arrest for trespassing if he or she cannot present suitable identification.

D. Telephone fraud, misuse or abuse of telephone lines or services, including fraudulently placing long distance telephone calls.

Penalty may include, but will not be limited to, a fine, disciplinary probation for one semester; and, for residential students, the loss of residence hall living privileges for one semester.

E. Wearing a mask, disguise, or other item to disguise one's face of facial identity while on University-owned property or at a University-sponsored event.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, and a fine.

SECTION 18. UNAUTHORIZED USE OF UNIVERSITY FACILITIES

Unauthorized use or occupancy of or unauthorized entry into exit from University facilities.

A. Unauthorized entry includes the entering and/or occupation of the facilities of the University, its students or employees, that are locked, closed to students and/or student activities, restricted to use by a student or group of students or that have been reserved through the appropriate University offices. Unauthorized exit means exiting from a University facility through doorways that are prohibited from use at that time or for that purpose (e.g., windows or other areas that are not designated as exists).

Penalty may include, but will not be limited to, disciplinary probation for one semester, a fine, and also possible suspension for one semester, depending on the gravity of the incident; for residential student, loss of housing may apply, depending on severity of the offense.

B. The use of University Facilities for purposes other than that for which they were constructed or designated.
Unauthorized use includes, but is not limited to, commuter students who stay in the residence halls without proper authorization to do so, or resident students who allow other students and/or persons to stay in their room without proper permission or for an extended period of time above and beyond the guidelines; the erection of tents, and/or the use of grounds for sleeping facilities, illegal, illicit, or prohibited acts failure to vacate building by announced closing deadline.

Penalty may include, but will not be limited to, disciplinary probation for one semester, a fine, and also possible suspension for one semester, depending on gravity of the incident; for residential student, loss of housing may apply, depending on severity of the offense.

C. Unauthorized possession, duplication, or transfer of keys to University facilities, including residence hall rooms and study centers, permitting unauthorized access to keys, and failure to promptly surrender such keys when requested.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, payment of cost for replacing lock and keys, and a fine.

D. Accessory to unauthorized entry includes knowingly giving aid before and/or after the fact to a violation of Sections 18A, 18B, or 18C.

Penalty may include, but will not be limited to, disciplinary probation for one semester, a fine, and also possible suspension for one semester, depending on gravity of the incident; for residential student, loss of housing may apply, depending on severity of the offense.

SECTION 19. SAFETY PROCEDURES

A. Turning in a false alarm, by any means including a telephone call or by a warning device; theft, removal of, or tampering with fire extinguishing or safety equipment or exit signs, removing batteries from smoke/fire alarms, rendering alarms inoperable, activating sprinklers, damaging or removing fire exit closures, fire mischief, or violation of University guidelines regarding fire safety, (e.g., failure to follow evacuation procedures or obstructing evacuation of a building during a fire emergency or fire drill).

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and completion of counseling sessions at the Counseling and Testing Center as prescribed.

B. Use of fire exit doors except in case of emergency or as instructed by a University official or member of the Fire or Police Department.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and completion of counseling sessions at the Counseling and Testing Center as prescribed.

C. Intentionally or fraudulently alerting Campus Police through emergency call boxes when no emergency exists.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, a fine, and completion of counseling sessions at the Counseling and Testing Center as prescribed.

D. The unauthorized use of lighted candles or incense on University property.

Penalty may include, but will not be limited to, a fine, disciplinary probation for one semester.

E. The possession or use of any unauthorized electrical cooking devices.

Penalty may include, but will not be limited to, confiscation of appliance and a fine.

F. Failure to evacuate building during alarm.

Penalty may include, but will not be limited to, a fine, disciplinary probation for one year.

SECTION 20. FIRE SETTING AND ARSON

Willfully starting a fire in University buildings or on University property; arson; recreational activities which include the use of fire (e.g., bonfires and cookouts) without the approval of the Assistant Vice President for Student Affairs/Dean of Students and/or not in compliance with local and state fire codes.

A. Fire Setting
Deliberately lighting a fire without authorization.

Penalty may include, but will not be limited to, disciplinary suspension for one semester, restitution, and a fine.

B. Arson
Those fires set with the intention of destroying property.

Penalty may include, but will not be limited to, disciplinary expulsion and restitution.

SECTION 21. SOLICITATION

A. Unauthorized selling, collection of money, and promotion on campus or within University buildings is not permitted without permission from the Vice President for Financial Affairs. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on University property. Also, students may not solicit on behalf of the University without permission from the Vice President for Development

Penalty may include, but will not be limited to, disciplinary warning and a fine.

B. Use of any residence hall room for business purposes of any nature whatsoever.

Penalty may include, but will not be limited to, disciplinary warning and a fine.

SECTION 22. FIREARMS AND WEAPONS

A. The possession of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, stun guns, and other firearms; bowie knives, daggers, switchblade knives, metallic knuckles; explosives such as dangerous chemicals, on University-owned or controlled property or at University sponsored or supervised activities is specifically prohibited unless authorized by the Director of Campus Police and the Assistant Vice President for Student Affairs/Dean of Students.

Penalty may include, but will not be limited to, disciplinary expulsion.

B. The use of a weapon or some object as a weapon on University property or at University sponsored activities.

Penalty may include, but will not be limited to, disciplinary expulsion.

C. The possession or use of items that resemble guns, knives, or other weapons.

Penalty may include, but will not be limited to, disciplinary suspension

D. The possession or use of firecrackers, propelled missiles, or other fireworks.

Penalty may include, but will not be limited to, disciplinary suspension for one semester and a fine.

E. The willful failure of a student to allow entry by University officials to his or her motor vehicle (as owner, operator, or registrant), residence hall room, or other facility on campus on grounds of reasonable suspicion of possession of firearms and/or weapons.

Penalty may include, but will not be limited to, automatic disciplinary suspension for one semester and a fine.

SECTION 23. COED VISITATION, CURFEWS

While the University does not generally impose a curfew on residential students, all residence halls close at midnight (or at other times as announced), and all visitors are required to be out of the residence halls by closing time and off the campus by midnight, except for approved events. In emergency situations, the University may impose a residence hall and/or campus curfew to safeguard persons and property.

A. Being in areas of the residence halls that are not open to the public and/or in the company of a member of the opposite sex, or in a residence hall assigned to members of the opposite sex without specific permission or when visitation privileges are not in effect.
Includes all hallways, stairways, study rooms, bathrooms, auxiliary rooms, or other residential units owned or administered by the University, including but not restricted to motels when they are serving as residence areas.

Note: Anyone found in the presence of a visitation violation may be charged with the violation, even if the member of the opposite sex is not his or her guest.

Penalty may include, but will not be limited to, a fine, and disciplinary probation for one semester. Repeat offenders may be subject to penalty including, but not limited to, loss of housing for one semester, a fine, and/or suspension for one semester.

B. Violation of curfew regulations in the residence halls and on University grounds.

Penalty may include, but will not be limited to, disciplinary probation for one semester, and a fine.

SECTION 24. USE OF MOTOR VEHICLES

A. Violation or properly constituted rules and regulations governing the use of motor vehicles (automobiles, motorcycles, etc.) on

University-owned or controlled property or at University-sponsored or supervised activities. This also includes driving and parking on grass and sidewalks.

> **Penalty may include, but will not be limited to, loss of privileges to operate vehicle on campus, a fine, disciplinary probation for one semester, and other penalties and fines as required by the Office of Campus Police.**

Note: Revocation of or loss of privilege to operate and/or park vehicle on campus means that the vehicle cannot be operated on the campus or on University-owned property by anyone, and the student may not operate or park any vehicle on the campus or University-owned property.

B. Operation and/or parking of motor vehicles on the campus by freshmen whom reside in the residence halls.

> **Penalty may include, but will not be limited to, loss of privilege to operate vehicle on campus for duration of year and for next year during which student is enrolled, a fine, and disciplinary probation for one semester.**

Note: Revocation of or loss of privilege to operate and/or park vehicle on campus means that the vehicle cannot be operated on the campus or on University-owned property by anyone, and the student may not operate or park any vehicle on the campus or University-owned property.

SECTION 25. DAMAGE TO OR DEFACING, ABUSE, OR DESTRUCTION OF PROPERTY

A. This means destruction, damage, or defacement of the University property, personal or real, and property belonging to an individual, including, but not limited to, walking on roofs of University buildings, defacing structures and facilities, littering, unauthorized biking or skateboarding in appropriate areas (such as on sidewalks, in buildings, in other pedestrian areas, etc.), painting residence hall rooms with authorization or contrary to painting guidelines when permission is given, attaching locks, bolts, nails, etc. also, no student, fraternity, sorority, or student organization shall paint, stencil, mark, write, or make any markings on trees, sidewalks, curbs, streets, or any University property without first obtaining written authorization from the Assistant Vice President for Student Affairs/ Dean of Students and the Director of the Physical Plant.

> Penalty may include, but will not be limited to, restitution, a fine, disciplinary probation for one semester, and University Service/Community Service.

B. Deliberate or willful vandalism of or damage to property belonging to the University or to an individual, personal or real.

Penalty may include, but will not be limited to, restitution, and a fine, and disciplinary suspension for one semester.

C. Posting of displaying of signs on the exterior of buildings, on painted surfaces, windows, and in non-designated areas. This includes posting of signs and posters which have not been brought to the attention of the Director of Student Activities.

Penalty may include, but will not be limited to, disciplinary warning, and a fine.

D. Negligent use of the property of another which results in damage to the property is also considered abuse of property.

Penalty may include, but will not be limited to, restitution, a fine, disciplinary probation for one semester, and University Service/Community Service.

SECTION 26. HEALTH AND SAFETY VIOLATIONS

This means any behavior, which creates a risk of danger to others of the University community, including but not limited to propping doors to residence halls, throwing objects from windows or balconies, failure to keep one's room in a condition which is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the University.

Penalty may include, but will not be limited, to, reprimand, a fine, and compliance with standards immediately.

SECTION 27. GUEST'S BEHAVIOR

Students are responsible for the behavior of their guest whom they invite to the campus or permit to visit on the campus.
If a guest is found to be in violation of the Standards of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.

Penalty may include, but will not be limited to, the sanction described for the violation committed by his or her guest(s).

SECTION 28. LAWS OF THE WIDER COMMUNITY

All students are expected to abide by the laws of the local, state, and national governments and are subject to judicial action by the University for violation of any of the laws. Students are expected to conduct themselves in accordance with the Standards of Conduct at all times, on and off the campus.
This includes compliance with written University policies and regulations as stipulated herein, in the University Catalog, or promulgated and announced by authorized personnel, and all local, state, and federal laws.

Students shall be charged with violation of the Standards of Conduct if they engage in activities off or on the campus which are not of the nature to reflect negatively on the good name of the University, whether or not the outside agency, person, etc., fails to prosecute or file criminal charges.

> **Penalty may include, but will not be limited to, reprimand and additional sanctions based on the gravity of the incident. Any student charged with or arrested for a criminal act will be disciplined in accordance with the special regulations for students who have been charged with or arrested for a criminal act.**

SECTION 29. IDENTIFICATION CARDS

A. Failure to carry a validated University student identification card at all times while on University property or failure to present it to a University official, including Resident Advisers, upon request, for identification purposes or other authorized intent..

> Penalty may include but will not be limited to, disciplinary probation for one semester, and University Service/ Community Service.

B. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, or attempting or intending to misuse one's ID card.

> **Penalty may include but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.**

C. Presenting a false name or other identification, including false of invalid ID card, to a University official.

> **Penalty may include but will not be limited to, disciplinary suspension for one semester, a fine, and restitution.**

Note: For failure or refusal to present proper identification upon request of a University official, the student will be detained by Campus Police and subject to arrest by Charlotte Police Department.

SECTION 30. BEING AN ACCESSORY

Knowingly giving aid before and/or after the fact regarding a violation of any Standards of Conduct or other University regulation, or policy, and local, state, and federal laws.

> **Penalty may include, but will not be limited to, disciplinary probation, suspension, or expulsion, based on the severity of the violation (does not apply to violation of Section 9d).**

SECTION 31. HARBORING

Knowingly harboring or bringing on, or transporting to University property a student, employee, or any other individual who has been suspended, expelled, terminated, or banned form the University.

Penalty may include, but will not be limited to, disciplinary suspension for one semester and a fine.

SECTION 32. ABUSE OF PRIVILEGES
VIOLATION OF THE RESPONSIBLE COMPUTING POLICY

The University's Standards of Conduct, found in the University Catalog, includes the expectation that students understand and abide by the policy for Responsible Computing. This includes sending emails regarding the sale or purchase of items or services via the JCSU email system. In addition, any and all emails sent to name lists (i.e., JCSU Family, Students, Faculty, and Staff, etc.). Student Organizations including Fraternities, Sororities, and Social Fellowships must be approved by the Office of Student Activities. Any student alleged to violate this policy would be subject to full disciplinary action within the Judicial System, up to and including the loss of computing privileges, suspension and/or expulsion.

Step I:

When a student is alleged to be abusing computing privileges, all of his or her computing privileges will be suspended immediately to protect the computing resources and to assure reliable service to the rest of the community.

Step II:

The student will be notified via campus or certified U.S. mail to attend a pre-hearing regarding the charge of abusing computing privileges. The student will have the opportunity at this time to discuss the charges and may choose to accept responsibility for the charges or request a hearing. Computing privileges will be suspended until the judicial process has been completed.

Penalty may include, but will not be limited to, suspension of computer privileges for one semester, disciplinary probation for one semester, and a fine.

QUICK REFERENCE DIRECTORY

General Information
(704) 378-1000

Office of the President
(704) 378-1006

Vice President for Academic Affairs
(704) 378-1014

Vice President for Business and Financial Affairs
(704) 378-1088

Vice President for Development
(704) 378-1019

Vice President for Student Affairs
(704) 378-1040

Director of Admissions
(704) 378-3500

Director of Alumni Affairs
(704) 378-1026

Director of Career Planning and Placement
(704) 378-1041

Director of Financial Aid
(704) 378-1035

Director of Public Relations
(704) 378-1025

Director of Residence Life
(704) 378-1099

Director of Student Activities
(704) 378-3501

Director of Athletics
(704) 371-6746

University Librarian
(704) 371-6730

University Bookstore
(704) 378-1048

University Registrar
(704) 378-1108

Campus Security
(704) 378-1003

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Mr. Cornell L. Moore
Partner
DORSEY & WHITNEY L.L.P.
Minneapolis, MN

Dr. Harry A. Nurkin
President and CEO
CAROLINAS HEALTHCARE SYSTEM
Charlotte, NC

Mr. James Richard, Sr.
Postmaster - Mt. Holly (Retired)
POSTMASTER - NC HOUSE OF REPRESENTATIVES
Former Mecklenburg County Commissioner
Charlotte, NC

Mr. Obie Patterson
U.S. DEPARTMENT OF AGRICULTURE (Retired)
State Legislator (Maryland)
Fort Washington, MD

Mr. Richard J. Osborne
Executive Vice President/Chief Risk Officer
DUKE ENERGY CORPORATION
Charlotte, NC

Mr. Hezekiah N. Simmons
Owner
NEW HORIZONS COMPUTER LEARNING CENTER
Rochester, NY

Mr. John B. Stedman, Jr.
President and CEO
THE SCOTTISH BANK
Charlotte, NC

FACULTY

Dr. Sunday Ndoh
Associate Professor of Economics
JOHNSON C. SMITH UNIVERSITY
Charlotte, NC

STUDENT

Ms. Jessica Davis
Classification: Senior
JOHNSON C. SMITH UNIVERSITY
Charlotte, NC

GENERAL ALUMNI ASSOCIATION

Ms. DeLois Walker-Washington
Senior Programmer
IBM
Durham, NC

BOARD OF VISITORS

Ms. Patricia Norman
Community Volunteer
Charlotte, NC

Trustees Emeriti

Mr. Howard A. Counts
Charlotte, NC

Mrs. Kathleen R. Crosby
Charlotte, NC

Judge Horace A. Davenport
Norristown, PA

Mr. William H. Dougherty

Mr. John T. Fielder
Charlotte, NC

Mrs. Mattie Grigsby
Charlotte, NC

Reverend W. Flemon McIntosh
Morganton, NC

Dr. Douglas M. Orr, Jr.
Asheville, NC

Mr. Francis I. Parker
Charlotte, NC

Mr. John B. Stedman, Sr.
Charlotte, SC

Mrs. Castle W. Thomas
Thomasville, GA

Dr. Clarence W. R. Wade
Washington, DC

OFFICES OF ADMINISTRATION
2002-2003

THE PRESIDENT'S OFFICE

Dorothy Cowser Yancy, A.B., M.A., Ph.D. Certificate, Management Development Program	President
Nathanael Pollard, Jr., B.A., M.S., Ph.D.	Executive Vice President
Percial M. Thomas, B.A., B.A., M.A., Ph.D.	Special Assistant to the President

INSTITUTIONAL PLANNING, ASSESSMENT, EFFECTIVENESS AND RESEARCH

John Jones, B.A., M.S., Ph.D.	Director of Institutional Planning, Assessment, Effectiveness and Research

ACADEMIC AFFAIRS

Romie Tribble, Jr., B.A., M.A., Ph.D.	Vice President for Academic Affairs
Marilyn Sutton-Haywood, B.S., M.S., Ph.D.	Associate Vice President for Academic Affairs

REGISTRAR'S OFFICE

Moses W. Jones, B.S., M.A.	Dean-University Records, Admissions, and Financial Aid
Sonia Youngblood, B.A.	Associate Registrar

ADMISSIONS AND FINANCIAL AID

Jeffrey Smith, B.A., M.Div.	Director of Admissions
Shomara Reyes, B.A.	Senior Counselor
Cynthia Anderson, B.A.	Director, Financial Aid
Yvonne Reed-Norris, B.S.	Assistant Director, Financial Aid

LIBRARY

Inja Hong, B.A., M.L.S., Ph.D.	Director of the Library/Learning Resources

TEACHING AND LEARNING CENTER

Felecia Harris, B.S., M.Ed., Ed.D.	Director Teaching/Learning

STUDENT SUPPORT SERVICES

Cathy Jones, B.A., M.Ed.	Director of Student Support Services
James O. Cuthbertson, B.A., M.A.	Disability Specialist/ Reading and Writing Specialist
James Saunders, B.A., M.P.A.	Program Coordinator

INSTITUTIONAL ADVANCEMENT

James L. Strom, B.S., Ph.D.	Interim Vice President for Institutional Advancement
Rufus Robinson, B.A., M.A., Ph.D.	Assistant Vice President for Institutional Advancement

ALUMNI AFFAIRS

Rasheda McMullin, B.S., M.S.W.	Director, Alumni Affairs

PUBLIC RELATIONS

Monica Gayles, B.A., M.A.	Director of Public Relations

SPORTS INFORMATION

Vacant	Director of Sports Information

STUDENT AFFAIRS

Patrick Day, B.S., M.Ed.	Assistant Vice President for Student Affairs/Dean of Students
Constance Green, B.A., J.D.	Associate Dean of Students

RELIGIOUS EDUCATION

Rev. Jeffrey Smith, B.A., M.Div.	Part-time Chaplain

CAREER PLANNING AND PLACEMENT

Judith Phillips, B.A., M.B.A.	Director of Career Planning, and Placement

COUNSELING AND TESTING

Rovaughna Richardson-Andrades, B.S., M.A.A.E., M.Ed., LSW
Director of Counseling and Testing

HEALTH CENTER

Harriet Gentry Love, B.S., RN	Director of the Health Center
Gloria Lockhart, LPN	Nurse

RESIDENTIAL LIFE

Terry McPherson, B.A.	Director of Residence Life

STUDENT ACTIVITIES

Sherry Walker, B.A.	Director of Student Activities
Herbert Gidney, B.S.	Assistant Director, Student Activities

UPWARD BOUND

Magdalyn J. Lowe, B.A., M.S.	Director of Upward Bound

FINANCIAL AFFAIRS

Kathryn Jehle	Interim Chief Financial Officer

ATHLETICS

Catherine Wright, B.S., M.H.D.L., Ph.D.	Director of Athletics

BOOKSTORE

Danny Key	Manager, Bookstore

CAMPUS POLICE

Guy Martin, Certificate, B.L.E.T.	Director of Campus Police
Steven L. Hamilton, Certificate, B.L.E.T.	Assistant Director of Campus Police

FACILITIES AND TECHNICAL SERVICES

George Feagans, B.S.	Director of Facilities and Technical Services

HUMAN RESOURCES

Latrelle McAllister, B.S., M.B.A.	Director of Human Resources

INFORMATION TECHNOLOGY

John Norris, B.S.	Interim Director of Information Technology
Tanya Morrow, B.S.	Interim Assistant Director of Information Technology
Frank Parker, B.S., M.S.	Coordinator of Academic Computing
Vonda Lee, B.S.	Programmer

POST OFFICE

Joseph Majors, B.A.	Manager, University Post Office

Faculty
2002-2003

DOROTHY COWSER YANCY . . . . . .PRESIDENT
Professor of
Political Science
and History

A.B., 1964, Johnson C. Smith University
M.A., 1965, University of Massachusetts, Amherst
Ph.D., 1978, Atlanta University
1986, Certificate, Management Development Program, Harvard University

John Adeyeye (1990) . . . . . .Professor of Mathematics
and Computer Science

B.S., 1976, University of Ibadan, West Africa
M.S., 1980, University of London, England
Ph.D., 1982, University of London, England

Gerald Y. Agbegha (1992) . . . . . .Associate Professor of
Mathematics and Physics
Department Chair

B.S., 1979, University of Benin, Benin City, Nigeria
M.S., 1983, Syracuse University
M.S., 1984, Case Western Reserve University
Ph.D., 1992, Case Western Reserve University

Haseeb J. Ahmed (1999) . . . . . .Associate Professor of Finance
B.S.M.E., 1985, University of Texas at Arlington
M.B.A., 1988, Jacksonville State University
Ph.D., 1998, University of Mississippi

Awatif Amin (2001) . . . . . .Instructor of Computer Science and Engineering
B.S., Clark Atlanta University
M.S., 1995, Clark Atlanta University

Shirley G. Anderson (1973) . . . . . .Associate Professor of Psychology/
Education

B.A., 1966, Alma College
M.Ed., 1970, UNC - Chapel Hill
Ph.D., 1972, UNC - Chapel Hill

Wayne F. Anderson (1988) . . . . . .Associate Professor of History
A.B., 1966, High Point College
M.A., 1967, Appalachian State University
Ph.D., 1985, Tulane University

Magdy Fahim Attia (1990) . . . . . .Associate Professor of Computer Science
and Engineering/Department Chair
Honors College Core Faculty
O'Herron Distinguished Faculty
Director of Technology Center

B.S., 1968, Ain Shams University, Egypt
M.S., 1974, Aim Shams University, Egypt
Ph.D., 1980, Moscow State University, Moscow, USSR

Ying Bai (2001) . . . . . .Assistant Professor of Computer Science Engineering
B.S.E.E., 1983, Tsinghua University, China
M.S.E.E., 1987, Beijing Institute of Technology, China
Ph.D., 1999, Florida Atlantic University

Deborah Bailey (2001) . . . . . .Assistant Professor of Elementary Education
B.S., 1972, Cheyney University
M.A., 1997, University of New Mexico
Ph.D., 2001, University of New Mexico

Bianca Baumann (2001) . . . . . .Instructor of Public Relations
B.A., 1993, Saint Augustine's College
M.A., 1994, Southern University at Baton Rouge

Venton L. Bell (2001) . . . . . .Assistant Professor of Mathematics
B.S., 1966, Johnson C. Smith University
M.A., 1972, University of Notre Dame
Ed.D., 1989, University of North Carolina Chapel Hill

Satish C. Bhalla (2000) . . . . . .Associate Professor of Computer Science
M.S., 1956, Punjab University
M.A., 1963, University of Kansas
M.S., 1987, Virginia Polytechnic Institute and State University
Ph.D., 1966, University of Notre Dame

Ms. Nsenga Burton (2001) . . . . . .Assistant Professor of Telecommunications
B.S., 1995, Northwestern University, Illinois
M.A., 1996, New York University
M.A., 1999, University of Pennsylvania
A.B.D., 2002, University of Southern California

Karen L. Butler (1997) . . . . . .Assistant Professor of Health Education
B.S., 1987, Kent State University
M.A., 1990, Kent State University
Ph.D., 1995, Kent State University

Helen T. Caldwell (1993) . . . . . .Associate Professor of Sociology and Social Welfare
B.A., 1973, Jackson State University
M.S.W., 1974, Rutgers University
Further Study 1985-87, Ohio State

Deborah Brown Carter (1993) . . . . . .Associate Professor of Sociology
Acting Chair of Social Sciences

B.A., 1980, UNC - Charlotte, NC
M.A., 1984, Vanderbilt University
Ph.D., 1988, Vanderbilt University

Timothy Champion (1988) . . . . . .Associate Professor of Chemistry
and Physics

B.S., 1983, UNC - Chapel Hill
D.A., 1993, Univ. of Northern Colorado

Baldeo Kumar Chopra (1973) . . . . . .Professor of Biology
Acting Chair of Natural Sciences

B.S., 1960, Benares Hindu University
M.S., 1962, Benares Hindu University
Ph.D., 1968, Auburn University

Diane Cody (2000) . . . . . .Assistant Professor of Communication Arts
B.A., Speech and Drama, Mercy College, Detroit, Michigan
M.A., Speech Communication and Theater, University of Michigan, Ann Arbor, Michigan
Ph.D., Speech Communication and Theater, University of Michigan, Ann Arbor, Michigan

Cynthia Cole (2001) . . . . . .Instructor of Graphic Arts
B.A., 1993, Agnes Scott College
M.A., 1995, New York University

Thomas Collins, Jr. (1975) . . . . . .Assistant Professor of Mathematics/
Education

B.S., 1964, Johnson C. Smith University
M.A.T., 1972, Purdue University
Ph.D., 1996, University of South Florida

Juanita R. Davidson (1972) . . . . . .Assistant Professor of Social Work
Department Chair

B.S., 1957, Dillard University
M.S.W., 1959, Atlanta University

Phyllis Worthy Dawkins (1981) . . . . . .Associate Professor of Health and
Physical Education/Education, Director of
Faculty Development, Acting Department
Chair, Honors College Core Faculty

B.S., 1975, Johnson C. Smith University
M.A., 1976, University of Michigan
Ph.D., 1984, Ohio State University

Jesse Dent (1983) . . . . . .Assistant Professor of Political Science
and Director of International Studies

B.A., 1976, University of Maryland
M.A., 1979, UNC - Chapel Hill

N.V. Desai (1969) . . . . . .Associate Professor of Economics
B.A., 1963, Sardar Patel University
M.A., 1965, Maharaja Sayajirao
M.E., 1969, North Carolina State University
Ph.D., 1994, Kurukshetra, India

Carol Drew (1990) . . . . . .Assistant Professor of English
Honors College Core Faculty
Director, Liberal Studies Program

B.S., 1977, University of West Florida
M.A., 1979, Antioch College
Ph.D., 1988, Florida State University

Amos H. Etukudoh (1993) . . . . . .Assistant Professor of Foreign Languages
Chair of Foreign Languages

B.A., 1974, Saint Augustine
M.A., 1978, UNC - Chapel Hill
M.A., 1979, UNC - Chapel Hill
Ph.D., 1992, UNC - Chapel Hill

Ahmed Faik (2001) . .Assistant Professor of Computer Science and Engineering
B.Sc., 1979, Sussex University, England
Ph.D., 1984, Sussex University, England

Joseph Fail (1989) . . . . . .Associate Professor of Biology
Honors College Core Faculty

B.S., 1967, Troy State College
M.S., 1976, University of Alabama
Ph.D., 1983, University of Georgia

Jeffrey Ford (1990) . . . . . .Assistant Professor of Education
B.A., 1972, Furman University
M.Ed., 1975, University of Oklahoma
Ed.D., 1982, University of Georgia

Linette Fox (1987) . . . . . .Assistant Professor of Management
B.A., 1971, Bennett College
M.B.A., 1979, UNC - Greensboro
Ph.D., 1997, The Union Institute

Bessie Gage (1977) . . . . . .Associate Professor of Education
Department Head

B.S., 1973, South Carolina State College
M.A., 1977, Atlanta University
Ph.D., 1989, Southern Illinois University

Duncan Gray (1986) . . . . . .Instructor of Music
Director of Bands

B.S., 1979, Winston-Salem State University
M.A., 1981, North Carolina Central University

Deric M. Greene (2000) . . . .Assistant Professor of Speech/Communication Arts
Acting Chair of Communication Arts

B.S., 1990, James Madison University
M.A., 1992, Norfolk State University
Ph.D., 1999, Howard University

Ruth L. Greene (1979) . . . . . .Professor of Psychology
Honors College Faculty

B.S., 1970, Morgan State University
M.A., 1972, Michigan State University
Ed.D., 1975, University of Massachusetts
Post doctoral fellow 1981, Center for the Study of Aging and Human Development,
Duke University Medical Center

Osman Gurdal (2001) . . . . . .Assistant Professor of Computer Science
and Engineering

M.S., 1990, University of Manchester, England
Ph.D., 1997, University of Illinois at Urbana, Illinois

Eugene Hermitte (1973) . . . . . .Associate Professor of History
Honors College Core Faculty

A.B., 1966, Stanford University
Ph.D., 1974, Northwestern University

Daniel Hoffman (1984) . . . . . .Associate Professor of Political Science
Honors College Core Faculty

B.A., 1963, University of Chicago
L.L.B., 1966, Harvard University
Ph.D., 1977, Massachusetts Institute of Technology

Herman Howard (2001) . . . . . .Instructor of Digital Audio
B.S., 1992, Indiana State University
M.S., 1996, Central Michigan University

Moses W. Jones (1973) . . . . . .Instructor of Education
Dean University Records,
Admissions and Financial Aid

B.S., 1973, Johnson C. Smith University
M.A., 1983, Michigan State University

Rosalyn J. Jones (1976) . . . . . .Associate Professor of English
Dean of the College of Arts/Sciences
Honors College Core Faculty

B.A., 1974, Shaw University
M.A.T., 1975, Duke University
D.A., 1983, Middle Tennessee State

Michael Kidda (1985) . . . . . .Associate Professor of Psychology
B.A., 1969, Centenary College
M.Div., 1972, University of the South
M.S., 1984, University of Georgia
Ph.D., 1987, University of Georgia

Hasaan Kirkland (2000) . . . . . .Assistant Professor of Art
B.A., 1994, Washington State University
M.F.A., 1999, Washington State University

Melissa Knosp (2001) . . . . . .Instructor of Spanish
B.A., 1995, State University of New York College at Oswego, NY
M.S., 1998, State University of New York College at Oswego, NY
M.A., 2001, Winthrop University

Rosalyn Lang (2000) . . . . . .Assistant Professor of Natural Sciences
B.S., 1994, Florida A&M University
Ph.D., 2000, University of Miami School of Medicine

Bessie H. Ledbetter (1967) . . . . . .Assistant Professor of English
B.A., 1956, Benedict College
M.A., 1966, Northwestern University

Alison Ligon (2001) . . . . . .Assistant Professor of English
B.A., 1994, Hampton University
A.M., 1998, Duke University
D.A., 2001, Clark Atlanta University

Donald Mager (1986) . . . . . .Professor of English
Honors College Core Faculty
Mott University Professor
B.A., 1964, Drake University
M.A., 1966, Syracuse University
Ph.D., 1986, Wayne State University

Dawn B. McNair (2000) . . . . . .Instructor of Mathematics
Coordinator of Mathematics/Computer-Assisted Instructional Services
B.A., Mathematics Education, University of North Carolina-Chapel Hill
M.A., Mathematics Education, University of North Carolina-Charlotte

Manouchehr Misaghian (2000) . .Assistant Professor of Mathematics and Physics
B.S., Mathematics, Tehran University, Iran
M.S., Mathematics, Tehran University, Iran
M.S., Mathematics, Purdue University, West Lafeyette
Ph.D., Mathematics, The University of Iowa, Iowa City

Catherine Montsinger (2001) . . . . . .Assistant Professor of Criminal Justice
B.A., 1975, Oakland University, Michigan
M.S., 1976, Michigan State University

Maxine F. Moore (1965) . . . . . .Dean, Honors College
B.A., 1965, Johnson C. Smith University
M.A., 1969, UNC - Chapel Hill
Ph.D., 1983, Emory University

Margaret L. Morris (2000) . . . . . .Assistant Professor of Foreign Languages
B.A., Spanish Education, Norfolk State University
M.A., Spanish Peninsular Literature, University of Illinois
Ph.D., Spanish Peninsular Literature, University of Illinois

Sunday Ndoh (1985) . . . . . .Associate Professor of Economics
B.S., 1976, University of Maryland
M.A., 1979, Howard University
Ph.D., 1985, Howard University

Dennis Ogirri (1989) . . . . . .Associate Professor of Political Science
Director, African-American and African Studies Program
Honors College Core Faculty
B.S., 1974, University of Ibadan, Nigeria
M.U.R.P., 1983, University of Pittsburgh
Ph.D., 1991, West Virginia University
Post-graduate studies, 1998-99, UNC - Charlotte

Appavoo Perumal (1968) . . . . . .Professor of Physics
B.S., 1958, Annamalai University
M.S., 1962, Annamalai University
Ph.D., 1966, Annamalai University

Nsoki Phambu (2000) . . . . . .Assistant Professor of Physical Chemistry
B.S., Physical Chemistry, Universite Paris VII (France)
M.S., Physical Chemistry, Universite Henri Poincare, Nancy I (France)
Ph.D., Physical Chemistry, Universite Henri Poincare, Nancy I (France)

Nathanael Pollard, Jr. (2002) . . . . . .Executive Vice President
Professor of Mathematics
B.A., 1960, Miles College
M.S., 1964, Atlanta University
Ph.D., 1970, Oklahoma University
MARC Post-Doctoral Fellow 1975, Methematical Biology, The University of Alabama at Birmingham

Thomas B. Priest (1983) . . . . . .Associate Professor of Sociology
B.A., 1968, West Chester State College
M.A., 1971, University of Delaware
Ph.D., 1979, University of Iowa

Caroll M. Purgason (1996) . . . . . .Assistant Professor of Speech
Honors College Core Faculty
B.S., 1966, Appalachian State University
M.Ed., 1972, UNC - Greensboro

P.T. Radcliffe (1982) . . . . . .Associate Professor of Foreign Languages
A.B., 1965, Morgan State College
M.A., 1969, University of New Mexico
Ph.D., 1974, University of Wisconsin - Madison

Francine Robinson (2000) . . . . . .Instructor of Biology
B.S., Animal and Poultry Science, Tuskegee University
DVM, Doctor of Veterinary Medicine, Tuskegee

Henry F. Russell (1979) . . . . . .Professor of Chemistry
B.S., 1963, University of Delaware
M.S., 1965, University of Delaware
Ph.D., 1973, University of Virginia

Granville M. Sawyer, Jr. (1998) . . . . . .Professor of Business and Economics
B.S., 1972, University of Tennessee
M.A., 1974, Carnegie Mellon University
Ph.D., 1985, University of Tennessee

Curtina Simmons (1995) . . . . . .Assistant Professor of Social Work
B.A., 1971, Newark State College, Union, New Jersey
M.S.W., 1979, UNC - Chapel Hill

Alfred R. Smith (1998) . . . . . .Assistant Professor of Management
B.S., 1991, Florida A & M University
M.B.A., 1992, Florida A & M University
Ph.D., 1998, Florida A & M University

Mack Staton (1989) . . . . . .Assistant Professor of English
B.A., 1987, Johnson C. Smith University
M.A., 1989, Iowa State
Ph.D., 1999, Indiana University

Marilyn Sutton-Haywood (1985) . . . . . .Associate Vice President for Academic Affairs
Associate Professor of Biology
Honors College Core Faculty
B.S., 1975, North Carolina Central University
M.S., 1977, Atlanta University
Ph.D., 1980, Atlanta University

Perumal Thirumurthy (1984) . . . . . .Assistant Professor of Economics
B.A., 1961, Annamalai University
M.S., 1963, Annamalai University
B.S., 1981, UNC - Charlotte
C.P.A., 1982, North Carolina
M.B.A., 1992, Pheifet College

Percial M. Thomas (1975) . . . . . .Associate Professor of History
Special Assistant to the President
B.A., 1954, Virginia Theological Seminary and College
B.A., 1958, Virginia Union University
M.A., 1962, Teachers College, Columbia University
Ph.D., 1979, University of Virginia

Bruce A. Thompson (1988) . . . . . .Instructor of Music
Director of Choral Activities
B.M.A., 1983, Stillman College
M.M., 1985, Western Illinois University

Gregory T. Thompson (2000) . . . . . .Associate Professor of Sacred Music
Acting Chair of Music and Fine Arts
B.A., Piano, Limestone College
M.M., Piano, Peabody Conservatory of Music
Ph.D., Musical Arts, Piano, University of South Carolina

Rome Tribble, Jr. (2002) . . . . . .Professor of Economics
Vice President for Academic Affairs
B.A., 1973, Lincoln University
M.A., 1978, University of Denver
Ph.D., 1985, Colorado State University
Post-Doctoral Scholar, 1990, African-American Studies, University of Maryland at College Park

Joseph W. Turner (1976) . . . . . .Professor of English
Honors College Core Faculty

B.A., 1972, Davidson College
M.A., 1975, Emory University
Ph.D., 1976, Emory University

James Varn (1997) . . . . . .Assistant Professor of English
B.A., 1984, Georgia Southwestern College
M.A., 1986, University of Georgia
Ph.D., 1990, University of South Carolina

Charles W. Walker (2000) . . .Assistant Professor of Health and Physical Education
B.S., 1986, Physical Education, Johnson C. Smith University, Charlotte, NC
M.S., 1989, Physical Education, Iowa State University, Ames, IA
Ph.D., 1992, Professional Studies, Iowa State University, Ames, IA

Theresia Wansi (2000) . . . . . .Assistant Professor of Business Administration and Economics

B.S., 1989, University of New Orleans
M.B.A., 1991, University of New Orleans
M.A., 1997, University of New Orleans
Ph.D., 2000, University of New Orleans

Christopher Weise (2001) . . . . . .Assistant Professor of Music and Fine Arts
B.F.A., 1987, University of Wisconsin-Milwaukee
M.Mus., 1990, University of Wisconsin-Milwaukee
D.M.A., 1997, University of Illinois

Henry White (2001) . . . . . .Assistant Professor of Health and Physical Education
B.S., 1972, Saint Augustine's College
M.S., 1980, North Carolina Central University
Ph.D., 1992, Middle Tennessee State University

Brenda Wimberly (2001) . . . . . .Instructor of Music
B.Mus., Prairie View A & M University, Prairie View, Texas
M.Mus., 2000, University of Michigan-Ann Arbor, Michigan

Catherine Wright (1984) . . . . . .Associate Professor of Health and Physical Education
Athletic Director

B.S., 1972, North Carolina Central University
M.H.D.L., 1984, UNC - Charlotte
Ph.D., 1992, University of Oregon

Hampton Wright (1958) . . . . . .Professor of Mathematics and Computer Science

B.S., 1956, Benedict College
M.S., 1959, Howard University
Ph.D., 1973, North Carolina State University

Cassandra Wynn (1996) . . . . . .Assistant Professor of Journalism
B.S., 1974, North Carolina A&T State University
M.S., 1976, Iowa State University

DEGREES - MAY 13, 2001

BACHELOR OF ARTS

MAGNA CUM LAUDE

Bronner, Quandrian . . . . . GA
Clark, Marsha IL
Jackson, Katonya . . . . . SC
Sutton, Sean . . . . . OR
Toney, Temekia . . . . . SC

CUM LAUDE

Albury, Anthony . . . . . BA
Badger, Tameika . . . . . CA
Brown, Sakenah . . . . . NC
Carraway, Akeisha . . . . . CA
James, Erin . . . . . SC
Johnson, Tenise . . . . . FL
McGriff, Manuel . . . . . TX
Murphy, India . . . . . SC
Polite, Rodrissa . . . . . FL
Reagor, Elryn . . . . . TX
Richardson, Carlisha . . . . . OH
Simmons, Tauheedah . . . . . NJ
Spears, Sonya . . . . . WI
Speight, Vanessa . . . . . NC
Spiller, Sylvia . . . . . SC
Thompson, Teri . . . . . DC
Warren, Tamikia . . . . . NC

BACHELOR OF ARTS

Adair, Sabrina . . . . . WI
Allen, Toshika . . . . . MD
Bell, Khari . . . . . MD
Blake, John . . . . . NC
Bradley, Bathsheba . . . . . SC
Brown, Quentarus . . . . . NC
Buckley, Verna . . . . . MA
Campbell, Shana . . . . . SC
Campbell, Tracey . . . . . DC
Curry, James . . . . . NC
Dickerson, Tymeeka . . . . . NC
Dunn, Michael . . . . . DE
Durham, Toby . . . . . NC
Evans, Carita . . . . . NC
Fox, Gerchelle . . . . . NJ
Gaither, Aiesha . . . . . NJ
Gathers, Tonia . . . . . SC
Graves, Ashlie . . . . . SC
Green, Eran . . . . . MD
Hammond, Nina-Michelle . . . . . CA
Hampton-El, Syeetah . . . . . NY
Hatchett, Androne . . . . . NC
Howard, McLynn . . . . . NC
Hunt, Stacy . . . . . NY

James, Marqueta . . . . . FL
Jenrette, Chasity . . . . . NY
Jones, Garrick IL
Lawrence, Miyoshi . . . . . NY
Marks, Ralecia . . . . . CA
Martin, Craig . . . . . NC
Moore, Tryna . . . . . SC
Murray, Kelvin . . . . . NC
Murray, Kemuel . . . . . NC
Petty, Wiyle . . . . . NC
Pittman, Shawanda . . . . . MD
Pullen, Keith . . . . . NJ
Rambert, Devon . . . . . SC
Rascoe, Tikiya . . . . . NC
Reed, Juanita . . . . . NC
Roscoe, Cassandra . . . . . FL
Samuels, Nichole . . . . . FL
Sanders, Danielle . . . . . PA
Sides, Lynnetta . . . . . NC
Slayton, Aina . . . . . PA
Speakes, Keeanga . . . . . NY
Stephenson, Nia . . . . . MD
Swafford, Stacey . . . . . CA
Tate, April . . . . . NC
Taylor, Kawana . . . . . NC
Thompson, Tonia . . . . . VA
Vanderhorst, Tchernavia . . . . . SC
Wade, Antonio . . . . . SC
West, Tatisha . . . . . DC
Whitaker, Jr., Robert . . . . . NC

BACHELOR OF SCIENCE DEGREES

SUMMA CUM LAUDE

Brewton, Cortina . . . . . SC
Brooks-Gadson . . . . . NJ
Hundley, La-Asia . . . . . NY
Johnson, Cotteka . . . . . BA
Jones, Jamel . . . . . NC
Lovett, Andrew . . . . . GA
Phillips, Rashad . . . . . NC

MAGNA CUM LAUDE

Clark, Dianne IL
Clark, Roshonna . . . . . WI
Cooper, Trinnette . . . . . NC
Forbes, Kerriann . . . . . NY
Ford, Cheronda . . . . . SC

CUM LAUDE

Adams, Danielle . . . . . CA
Bates, Elena . . . . . PA
Best, Veronica . . . . . NY
Bibb, Kisha . . . . . NC
Bost, Felicia . . . . . GA

Boulware, Mary . . . . . NC
Clark, Alanna . . . . . NC
Coleman, Shala . . . . . OH
Crockett, Jennifer . . . . . GA
Griffin, Coresa . . . . . NY
Harrell, Jesstina . . . . . NJ
Harris, India . . . . . GA
Hinkson, A'Kosha . . . . . SC
Hudson, Miqel . . . . . CA
Hughes, Efunyemi IL
Johnson, Jawanza . . . . . DC
McIlwain, Cathy . . . . . NC
Plummer, Gwendolyn . . . . . MD
Saunders, Damon . . . . . DE
Sims, Myra . . . . . NC
Smith, Yvonne . . . . . MD
Summers, Syretta . . . . . NC
Thompson, Nicole . . . . . NY
Toodle, Christal . . . . . NC

BACHELOR OF SCIENCE DEGREES

Adams, Linda . . . . . VA
Angry, Bryan . . . . . PA
Baez, Devin . . . . . NY
Beaver, Shakanda . . . . . PA
Bennett, Anthony . . . . . VA
Bowers, Adrian . . . . . NC
Brooks, Veronica . . . . . SC
Brown, Monet . . . . . NY
Bunch, Jamila . . . . . OH
Burgess, Wally . . . . . NY
Clark, Rashanda . . . . . NJ
Clayburn, Marquisha . . . . . NC
Collins, Cory . . . . . SC
Daniel, Stacy . . . . . OH
Ewing, Jarian IL
Floyd, Christina . . . . . NC
Foster, Dmoro . . . . . MD
Geah, Jovita . . . . . NJ
Glover, Samuel . . . . . GA
Goshea, Anitra . . . . . NY
Gray, Quadelus . . . . . SC
Greene, Omari . . . . . NC
Griffin, II, Darius . . . . . NC
Hammonds, Gilda . . . . . SC
Hollington, Joseph . . . . . SC
Johnson, Hafitza . . . . . FL
Johnson, Kerman . . . . . NC
Johnson, Tiffany . . . . . NY
Joyner, Jr., Stephen . . . . . NC
Knight, Karla . . . . . VA
Layton, Albert . . . . . PA
Mack, Bernard . . . . . SC
Manigault, Keitra . . . . . SC
May, Joey . . . . . GA

McIntyre, Hafid ..... PA
Nesmith, Ernest ..... FL
Orange, Dawne ..... NC
Patterson, Shelley ..... VA
Pettaway, Portia ..... MD
Pitts, Ebony ..... GA
Purvis, Joseph ..... MN
Roy, Milton ..... SC
Stevens, Shameka ..... NY
Thompson, Dana ..... NY
Troutman, Cinque ..... CT
Washington, Joseph ..... SC
Washington, Shante ..... VA
Watson, Renekia ..... NC
Weddington, Kimberly ..... SC
Wooden, Devora ..... NC
Wyke, Masekela ..... NC

BACHELOR OF SOCIAL WORK DEGREES

CUM LAUDE

Appiah, Monique ..... NC
Harris, Regina ..... DC
Hubert-Owens, La-Shana ..... NJ
Pettis, Tiffany ..... NC

DEGREES - JULY 15, 2000

BACHELOR OF ARTS

Dawson, Courtrina ..... NC
Durden, Shanetta ..... VA

BACHELOR OF SCIENCE

Brown, William ..... SC
Swain, Michael ..... FL

GEOGRAPHICAL DISTRIBUTION
(Fall Semester 2000)

STATE	Fresh	Av Fresh	Soph	Junior	Senior	DL	Special	Transfer	Exchange	Total
92199										
AZ					2					2
CA	6	3	7	7	2			1		26
CT	16	7	9	4	10			2		48
DE		1	2	3	1			1		8
Dist./Colu	31	6	10	6	10					63
FL	10	3	3	8	9			2		35
GA	27	17	16	9	6			2		77
IL	5	2	4	5	2			1		19
IN	1				1					2
KY	1									1
LA					1					1
MD	60	21	19	11	7		1			119
MA	1	1	3		2					7
MI	5	1	2	1	1					10
MN	4	1								5
MS	1	1								2
NH	1									1
NJ	19	9	13	9	5			1		56
NY	37	16	26	19	18			2		118
NC	123	38	58	43	51	65	1	20		376
OH	3	3	6	5						17
OK			1							1
OR	2	4	1							7
PA	34	14	21	7	3			1		80
RI			1							1
SC	132	38	57	35	31			8		301
TN				1	1					2
TX	1		3	2						6
VA	50	12	17	5	9					93
WA	1		1		1					3
WI	5		4	2	2					13
Australia									1	1
Bahamas	1		2	1	1					5
Ireland									2	2
Japan									2	2
Morocco									1	1
Romania									1	1
Russia									2	2
U Arab Emi	1									1
V Islands	17	7	5	2						31
TOTAL	595	205	291	185	176	65	2	41	9	1546

GEOGRAPHICAL DISTRIBUTION OF STUDENTS
(Spring Semester 2001)

STATE	Fresh	Av Fresh	Soph	Junior	Senior	DL	Special	Transfer	Exchange	Total
2222000										
AL	1									1
AK	1									1
CA	6		2	5	9					22
CT	21	2	8	13	4			2		50
DE	1	2	1	1	2					7
Dist./Colu	27	7	19	5	14					72
FL	3	2	6	3	6			1		21
GA	31	3	17	23	12			3		89
IL	4	3	3	2	4			1		17
IN	3	1								4
LA	1									1
MD	43	2	31	26	8			1		111
MA	4	1	1	1	2					9
MI	1	4	1	1	1					8
MN	4		3		1					8
MS	1									1
NE					1					1
NH	1									1
NJ	14	10	10	11	19					64
NY	35		20	22	26					103
NC	107	17	79	56	49	47	4	1		360
OH	2	2	5	3	7					19
OR	3	3	2	2	1					11
PA	31	1	24	20	10					86
RI				1						1
SC	96	1	74	46	43	3		3		266
TN	1	1								2
TX	2	1	1	2	3					9
VA	24		29	16	6					75
WA	2		1	1						4
WV	1	1		1						3
WI			1	2	2					5
Australia									2	2
Bahamas				1						1
Bermuda					1					1
Ireland									1	1
Morocco									2	2
Russia									2	2
V Islands	3	2	18	7	1					31
TOTAL	474	66	356	271	232	50	4	12	7	1472

GENERAL NUMERICAL SUMMARY
Fall 2000 - Spring 2001 - Summer 2001
(Unduplicated)

	Men		Women		Total		G/Total
	F'00	S'01	F'00	S'01	F'00	S'01	F'00 & S'01
Senior	61		118		179		179
Junior	88		167		255		255
Sophomore	120		180		300		300
Adv. Freshman	114		121		235		235
Freshman	207	16	291	12	498	28	526
Div. of Lifelong Learning	11	7	54	6	65	13	78
Exchange	3		5	4	8	4	12
Returning		30		27		57	57
Fr		[2]		[2]		[5]	
Av		[13]		[10]		[23]	
So		[5]		[5]		[10]	
Jr		[5]		[5]		[10]	
Sr		[5]		[5]		[10]	
Transfers	19	7	16	5		12	47
Special			1	3	1	3	4
Total/Regular	623	60	953	57	1,576	117	1,693
Offsetting Totals							
Summer Session							
Duplications							
Non/Duplications							
Offsetting Totals							
Total for Academic Year							

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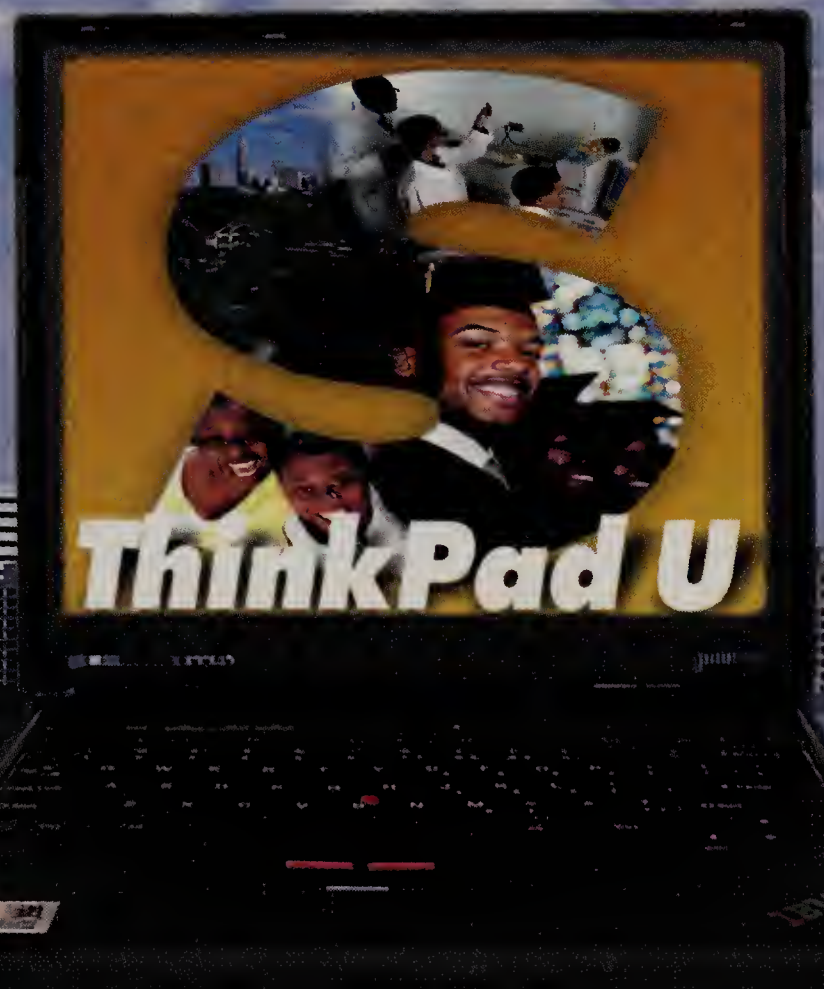
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